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**Adult Lead Instructor Job Description**

**OVERVIEW**

The APS Training Academy (APSTA), established in 2020, searches for a full-time 16+ Adult Lead Instructor to join the growing not-for-profit organization. The *mission* of APS Training Academy is to empower vulnerable communities in Aurora by providing free and low-cost education and vocational opportunities in STEM. The *vision* is to promote economic equality so our community will not simply survive, but THRIVE through the cultivation of a diverse STEM-based workforce. APSTA does this by offering free and low-cost technology skills-based classes for student learners (K-8) and adult learners (16+) to connect skills to the needs of a changing workforce. The success of APSTA depends on the strength of and active participation with Aurora’s business leaders, intergovernmental support, partnerships with corporations and like-minded non-profits, corporate sponsorships, and the support of volunteers, mentors, and leaders.

The Adult Lead Instructor is the principle on-site, full-time staff responsible for implementing 16+ Adult program activities, managing APSTA Adult instructors and volunteers, working as a team with the K-8 Lead Instructor and Site Coordinator to market and maintain essential data to help tell the APS Training Academy story.

**RESPONSIBILITIES**

* Embrace the mission and vision of APSTA
* Design, manage, and execute annual APSTA Adult programs within constraints of existing budget and staffing
* Manage administrative aspects of APSTA Adult program delivery, including hardware and software requirements, educational materials, professional development of incoming instructors and volunteers, and scheduling educational offerings, and staffing instructors
* Maintain and contribute accurate data and mission-centered storytelling to assist the executive director in fundraising, grant, sponsorship, and contract reporting
* Participate in the recruiting, interviewing, hiring, and training of 16+ adult instructors, volunteers, and interns with the executive director
* Ability and availability to shift work hours to meet learner needs, especially after-school into early evening hours and Saturdays as needed
* Participate in the exploration and engagement of technology internships, apprenticeships, and certification programs with community partners
* Maintain APSTA 16+ program registration and maintenance of data with APSTA site coordinator to track the progress and value of the APSTA program to its stakeholders
* Serve as an enthusiastic ambassador at APSTA programs and in the community, representing the brand professionally, and championing APSTA programs
* Model a consistent and cooperative approach to hands-on STEM learning with APSTA partners, sponsors, families, volunteers, and stakeholders
* Serve on the Aurora STEAM Academy (ASA) leadership team, recommending the development of future 16+ adult ASA programs as part of APSTA future program offerings
* Be a team member for key APS Training Academy fundraising and sponsorship activities, including an annual Gala, to ensure that APS Training Academy has the funding available to make resource and financial investments that fulfill its mission and vision
* Participate in APSTA promotions as part of Aurora events, festivals and business promotions that attract people to downtown Aurora and engage Aurora citizens in hands-on learning and digital literacy
* Create and share 16+ Adult APSTA infographics and content to the executive director as needed to promote and strengthen the APSTA brand
* Understand and embrace the importance of volunteer involvement and take an active role in training, coordinating, utilizing, and recognizing this critically valuable resource

# **JOB KNOWLEDGE AND SKILLS**

The required skills and experience for this position include, but are not necessarily limited to:

* Bachelor’s Degree in education-related field or appropriate certificate/s and experience equivalent
* Teaching experience in a traditional setting, learning laboratory, technology institute, academy, or non-profit educational organization
* Experience working with and engaging 16+ adults with hand-on digital literacy and STEM learning opportunities
* Previous experience with robotics and willingness to train to teach industrial robotics with industry partners
* Knowledge of basic coding, CAD software, and Makerspace equipment operation
* Competence in the Microsoft Suite of software (Word, Excel, Powerpoint)
* Proficient at video conferencing platforms (Meet, Teams, Zoom, etc.)
* Excellent communication (verbal and written) and interpersonal skills
* Knowledge of best practice in utilizing technology for K-8 to improve learning
* Demonstrated experience developing hands-on and minds-on STEM activities
* Experience working with under-represented populations
* Flexibility, self-direction, creativity, attention to detail, time management, and ability to meet deadlines
* Maintain a valid Illinois driver’s license and excellent driving record with the ability to travel between APS Training Academy and satellite locations

**PREFERRED QUALIFICATIONS**

* Familiarity with a variety of existing and emerging online learning platforms, robotics, advanced CAD software, and use of emerging technology
* Makerspace experience: 3D printers, digital photography and editing, vinyl cutters, etc.
* Bi-lingual, Spanish
* Experience in graphic design/publishing, Canva, Quickbooks, PR, web design (Wix), and social media

**WORKING CONDITIONS AND PHYSICAL ENVIRONMENT**

Work is performed in an office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer. This role generally requires mobility, written and verbal communication, hearing and visual capabilities. The job also requires the ability to move and transport program materials. However, reasonable accommodations, including assistive technology, may be made to enable qualified individuals with disabilities to perform such requirements.

**COMPENSATION:**

This position is a full-time, exempt, 12-month, employment-at-will position. Salary commensurate with training and experience. APS Training Academy offers a benefits package that includes health benefits.

**APPLICATION PROCESS:**

Resume with cover letter should be emailed to Kelsey Cozens, Executive Director, [kelsey@apstrainingacademy.org](mailto:kelsey@apstrainingacademy.org)

*APS Training Academy* ***is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, sexual orientation, age, religion, or national origin. This also includes all disabled applicants, including disabled Vietnam era veterans. APS Training Academy utilizes only job-related criteria in making decisions concerning applicants and employees.***