

Carpentry Pre-Apprenticeship Training Instructor

Job title: Carpentry Training Instructor

Department: Workforce Development / Construction

Location: Grand Rapids, MI – On Site

Salary Range: \$50,000-\$60,000 / year

Next Step of West Michigan Work Culture

Next Step is a faith-based, social enterprise, non-profit engaged in work force development and skills training. We are dedicated to serving our program participants' needs, while meeting and exceeding our customers' expectations. We expect an innovative, goal-oriented, eager contributor, who shows a dedicated work ethic. We expect our staff to exhibit empathy, compassion, active listening, to be self-aware, sensitive across racial, class and cultural lines, ethical, and approachable. We look for work habits of punctuality, dependability, accountability, responsibility, cooperation, team participation, integrity, problem solving, and overall positivity. These attributes, combined with the performance of one's duties and achievement of goals will be equated with the quality of one's overall job performance.

Job Summary

We are seeking an experienced and motivated Carpentry Training Instructor to lead an adult pre-apprenticeship carpentry training program. This role provides hands-on instruction in residential and/or commercial carpentry while mentoring individuals preparing for employment or entry into registered apprenticeship programs.

The ideal candidate is a skilled carpenter who values safety, takes pride in the trade, and is excited to pass on knowledge to individuals developing both technical skills and job readiness.

Key Responsibilities

Instruction & Training

- Provide hands on instruction in foundational carpentry skills including hand and power tools, measurements, layout, framing, and basic construction techniques
- Provide industry-aligned, OSHA-compliant safety training and enforce shop safety protocols.
- Demonstrate proper tool use, safety procedures, and jobsite standards
- Adapt lessons to meet diverse learning styles, skill levels, and workforce readiness needs.
- Assess participant progress and provide feedback to support skill development and confidence.

Participant Recruitment & Engagement

- Recruit, interview, and select program participants aligned with program goals.
- Build supportive, trusting relationships with individuals facing employment barriers.
- Maintain clear expectations for attendance, behavior, and performance while providing mentorship and encouragement.

Faith-Based Leadership & Church Engagement

- Lead devotions, fellowship, and faith-based discussions as part of the program structure.
- Engage local churches for referrals, volunteer involvement, mentorship, or other partnerships.
- Represent the program in church settings and faith-based community events as needed.

Workforce, Employer & Community Partnership Collaboration

- Collaborate with the Employment Coach to support employer engagement, job readiness, and job placement.
- Collaborate with local employers to align training with workforce needs.
- Prepare participants for workplace success by reinforcing professionalism, expectations, and workplace culture.
- Provide daily guidance and coordination of assistant instructors and volunteers.
- Coordinate with community partners to deliver soft skills training and wraparound support addressing barriers to employment.

Program Administration & Continuous Improvement

- Maintain accurate records related to attendance, training progress, safety compliance, and outcomes.
- Contribute to curriculum review, continuous improvement, reporting, and grant documentation.

Required qualifications

- Minimum 5 years of hands-on carpentry or construction experience (residential and/or commercial)
- Strong working knowledge of carpentry tools, materials, and jobsite practices
- Commitment to safety and quality workmanship
- Dependable, patient, and willing to teach and mentor others

Preferred qualifications

- Previous experience teaching, training, or mentoring (formal or informal)
- Experience working with adults facing barriers to employment
- Familiarity with apprenticeship pathways or workforce development programs