



JOB DESCRIPTION

Job Title: Instructor: Vehicles for Change	Department: Adult Education
Reports to: Director of Education	Job status: Exempt: Non-Exempt Schedule : 25 hours per week M-F

JOB SUMMARY

The Instructor of Vehicles for Change is responsible for planning, conducting and assessing hands-on instructional activities. The instructor will provide instruction to justice involved individuals in the area of Auto Repair through the use of classroom instruction, virtual reality and hands on training. Using the curriculum and methodology created by Vehicles for Change, the instructor will be responsible for training and mentoring individuals in the automotive mechanics trade with a focus on practical skills and industry certifications necessary for job placement.

The instructor will develop the curriculum according to the design of the Vehicles for Change company, maintain educational records and track client progress toward completion. The instructor should have an understanding of data-based instruction and the ability to relate and build rapport with people of diverse backgrounds. The instructor should exhibit proficiency with computers and software. This individual should be reliable, professional, and have excellent interpersonal skills. The instructor should also be able to differentiate instruction based on student needs, and integrate skills and content to deliver cohesive integrated lessons.

The Instructor should model HopeWorks values and ethics central to the HopeWorks mission of "Hope in Christ". To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Knowledge, Skills and Abilities

- Knowledge of the principals and practices of adult education.
- Knowledge of instructional planning and teaching methods; skill in the use of assessment instruments
- Ability to develop appropriate educational goals and objectives
- Ability to establish and maintain an effective learning environment that reinforces skills demonstrated in virtual training
- Ability to communicate effectively; both orally and in writing

- **General Operations**
- Develop and deliver comprehensive lesson plans aligned with automotive technology curriculum standards
- Plan daily activities that would enhance the student's knowledge and abilities in the area of Automotive Maintenance.

- Incorporate virtual reality training and real-world simulations using diagnostic equipment
- Maintain repair of classroom equipment; order and replace broken parts or equipment
- Maintain a safe and organized learning environment, ensuring the automotive shop and tools are kept in safe and operational condition, and enforcing all safety protocols
- Evaluate student progress through assessments, projects and examinations, providing constructive feedback, and helping students reach their full potential.
- Prepare students for industry certifications and assist in identifying potential internships or jobs for students
- Assist management with developing curriculum, supplies list, budgeting, and other duties
- Participates in available training to remain current in automotive technology and industry standards
- Maintain accurate documentation of program operations, including, but not limited to, documentation required for files, internal systems, compliance, and electronic records
- Ability to write reports and business correspondence; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

General Operations

- Participate in Adult Education team projects
- Promote positive communication and teamwork
- Promote Vehicles for Change program through interaction with students, prospective students, and community stakeholders
- Perform basic office tasks, such as filing, data entry, answering phones, etc.
- Handle communications with clients and vendors via phone, email, and in-person.
- Other assigned duties as requested

EDUCATION & RELATED WORK EXPERIENCE

Education Level:

Highschool Diploma or Hiset Required
 Associates Degree in related technology preferred
 Bachelor's Degree preferred

Years Related Work Experience:

2-4 years related experience, and/or experience in a vocational education environment working with students and/or adults preferred.
 Significant hands-on experience in the automotive repair industry and knowledge of safety protocols and industry standards in automotive repair preferred.

REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
Experience in Adult Education		X
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) is required	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Time Management and Demonstrated ability to meet deadlines	X	
Strong written and verbal communication skills	X	
Demonstrated ability to work under pressure	X	
Must be able to answer to multiple demands from multiple directions simultaneously in a strength-based manner.	X	
Deal with confidential information on a daily basis and must respect the nature of the data.	X	
Skill in operation of general office equipment (fax, copier, scanner, multi-line phone system, etc.)	X	
Flexible and adaptable in various situations and environments	X	
Able to travel to satellite locations; willing to work within a Correctional Facility	X	
Speed of Closure-Ability to quickly make sense of, combine, and organize information	X	
Work as part of a team	X	
Participate in local and state activities and professional development	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date: July 30, 2025

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature: _____ Date: _____

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Human Resources:

Signature: _____ Date: _____

