



Apollo Career Center is accepting applications for the position of:

## **ADULT EDUCATION WELDING MANAGER/INSTRUCTOR**

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| <b>STARTING DATE:</b>            | October/November 2024  |
| <b>REPORTS TO:</b>               | Director of Adult Programs   |
| <b>SALARY RANGE:</b>             | <ul style="list-style-type: none"> <li>• based on appropriate salary schedule, commensurate with education and experience</li> </ul>   |
| <b>BENEFITS:</b>                 | <ul style="list-style-type: none"> <li>• medical/dental Insurance</li> <li>• life insurance</li> <li>• sick/personal leave</li> </ul>  |
| <b>WORK WEEK/YEAR:</b>           | <ul style="list-style-type: none"> <li>• 183-day calendar</li> <li>• daytime and evening hours</li> </ul>  |
| <b>MINIMUM QUALIFICATIONS:</b>   | <ul style="list-style-type: none"> <li>• high school graduate</li> <li>• minimum of five years of welding trades experience</li> <li>• possess, or ability to obtain, a valid Adult Workforce Education permit (Welding)</li> <li>• ability to instruct adult welding classes in an educational setting</li> <li>• ability to pass FBI/BCI background checks</li> <li>• willingness to work/assist with an advisory group</li> </ul> |
| <b>PREFERRED QUALIFICATIONS:</b> | <ul style="list-style-type: none"> <li>• excellent organizational and human relations skills</li> <li>• ability to plan and develop an instructional program in the welding content area</li> <li>• possess Certified Welding Inspector (CWI) certification</li> </ul>   |
| <b>RESPONSIBILITIES:</b>         | <ul style="list-style-type: none"> <li>• develop and deliver welding curriculum for adult learners</li> <li>• instruct afternoon/evening classes 2-4 days per week</li> <li>• monitor student progress effectively by selecting appropriate evaluation strategies</li> </ul>   |
| <b>MATERIALS TO SUBMIT:</b>      | <ul style="list-style-type: none"> <li>• application<br/>(available at: <a href="https://www.apollocareercenterhs.com/jobs-at-apollo/">https://www.apollocareercenterhs.com/jobs-at-apollo/</a>)</li> <li>• resume</li> </ul>  |
| <b>APPLICATION DEADLINE:</b>     | October 18, 2024   |
| <b>APPLY TO:</b>                 | <p>Toby Prinsen, Assistant Director of Adult Programs<br/>         Apollo Career Center<br/>         3325 Shawnee Rd.<br/>         Lima, OH 45806-1454<br/>         Phone: 419-998-2939<br/>         Email: <a href="mailto:toby.prinsen@apolloc.org">toby.prinsen@apolloc.org</a></p>   |