

Program Assistant Shop Environment



Washington Street Productions, Red Bluff
A Job Training Center Program

Wage: \$16 - \$20/hour, DOE
Hours: 16-20 hours per week
Includes paid holidays, vacation and sick leave

Do you have a talent for coaching others? Are you creative and handy in a workshop environment? Are you looking for a great part-time opportunity that makes a difference?

Washington Street Productions is a special program under the Job Training Center. It provides temporary employment in a woodshop environment for a diverse group of clients. Home and garden decorative items are produced using recycled materials such as wood and fabric. Under the direction of the Program Supervisor, the Program Assistant will assist with the oversight, training, coaching, and guidance of the clients and assist in the development of a variety of creative projects designed to keep clients engaged, productive and safe.

Key job responsibilities include:

Supervision and Coaching: Will assist with day to day supervision, training and coaching to engage clients in meaningful work. Will support the Program Supervisor in implementing a program based on positive behavior modification strategies to engage participants, reinforce appropriate work behaviors, and enhance employability. Will also help with project management, monitoring, safety and other duties as assigned.

Position Requirements:

- Must have demonstrated interest and ability to design, and build functional or decorative objects by hand, using a variety of methods and materials.
- Must be able to provide positive supervision and have knowledge of workplace expectations.
- Must be able to lift 25-50 pounds on a regular basis.
- Must possess a valid state driver's license, proof of insurance, have a good driving record, and pass a pre-employment drug screen.

Education and Experience: Graduation from high school and/or G.E.D. equivalent and any combination of experience and/or education equivalent to 2 years' experience directly related to the duties and responsibilities of the position. An AA Degree or better is preferred.

**A full job description is available.*

To Apply: Submit a Standard Application, Cover Letter and Resume to a JTC Staff Person and ask to be prescreened. Please consider the prescreen a first interview.

Deadline to Apply: ASAP

The Job Training Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. 7-1-1 CRS for TTY Users. Date: 1/6/2020. ch A proud partner of America's Job Center of CaliforniaSM network.