

*Angel of God Resource Center, Inc.*  
*Job Description for Project Director*

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**Position Title:** Project Director

**Reports to:** Executive Officer

**Job Posting Date:**

**Summary**

This is important supervisory work involving responsibility for managing the flow of students in the IYIP (education, job placement, life skills preparation). Duties include making sure that students are receiving the proper services, referrals; assigning and supervising daily work relative to lectures, classroom and laboratory assignments. Responsibilities also include inventory control, cost estimates and budget requests, purchasing of supplies, and related reports and documentation.

**DUTIES AND RESPONSIBILITIES:**

Within the scope of the program policies and procedures, this position:

- Applies Performance Standards written by DHS IYIP Grant
- Work closely with all aspects of the IYIP program (enrollment, recruiting, case management, employers, community organizations, social service agencies).
- Work closely with the Case Manager, making sure that students are receiving proper services and referrals.
- Making sure that all students are enrolled into Illinois WorkNet
- Keep student files up to date with progress reports.
- Making sure that students complete
  - Skills Assessment on Illinois WorkNet.
  - Career Cluster Inventory on Illinois WorkNet
  - Complete Employment 101 on Illinois WorkNet
- Making sure that all students receive
  - Supportive Services
  - Individualized Case Plan to include college and career plan goals,
  - re-engage in education for Out of School youth.
- Assists in the preparation of course proposals, curriculum, and specifications
- Applies and maintains standards of quality operating methods, processes, systems, and procedures and implements changes as necessary to maintain a successful program
- Implements and evaluates standardized instructional practices
- Assists in recruiting students and supporters to the program, including participation in job fairs, recruiting events, and other special events related to the automotive program
- Performs other related duties as assigned

**Qualifications**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- thorough knowledge of standard automotive repair methods and the common practices, tools, terminology and safety precautions of the trade;
- ability to plan, schedule and supervise the work of others;
- ability to prepare and maintain accurate reports and records;
- ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships;

- ability to make determinations relative economic feasibility of repair and replacement;
- ability to work within budgetary limitations;
- mechanical aptitude and skill;
- good professional judgment;
- initiative and resourcefulness;
- tact and courtesy; integrity.
- ASE Master Certification preferred but not required.
- must pass background check.

**Minimum Qualification: Either**

- Bachelor's Degree, or possession of a comparable diploma and seven (7) years' experience as a skilled automotive mechanic which must have included two (2) years of supervisory experience; or an equivalent combination of experience and training as indicated above.
- Possession of a current valid Illinois Driver License at time of appointment and throughout employment.

**Skills Requirements**

- Reading, writing and basic arithmetic skills
- Basic computer skills
- Ability to work indoors in closed environments with extreme heat, dust, and odors
- Communication and customer service skills
- Ability to work independently and as part of a team in a fast-paced environment
- Patience to perform routine vehicle maintenance following the company's established maintenance protocol
- Knowledge and skill working with small auto parts; attention to detail
- Strength to frequently move parts and tools