

Re-use Hawaii

Job Title: Workforce Training Cohort Leader

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Workforce Development

Reports To: Workforce Development Program Manager

Job Summary

The Workforce Training Cohort Leader (WTCL) supervises, coaches, and supports participants in Re-use Hawai'i's transitional employment and work-based learning program. The role helps participants build work habits, technical skills, safety practices, certifications, and confidence through paid, supervised, hands-on work in Re-use Hawai'i's active operations.

The updated program model uses an 18-week work-based learning cycle with rolling entry into transitional employment and a fixed 12-week Brownfields certification cohort layered into the middle of each cycle. Participants generally complete four paid work days per week at Re-use Hawai'i, with one unpaid classroom/certification training day per week. The WTCL helps stabilize participants before formal cohort training, supports them during certifications and work-based learning, and assists with transition to employment, continued training, or additional supports at completion.

The WTCL works closely with department supervisors to turn day-to-day Re-use Hawai'i tasks - including deconstruction, material recovery, receiving, material processing, lumber yard operations, inventory, warehouse logistics, and environmental documentation - into structured learning opportunities. The role also supports Brownfields-related training and reporting, including safety, hazard recognition, special-handling material protocols, waste diversion, environmental data tracking, and transferable skills for jobs beyond Re-use Hawai'i.

Essential Duties

- Lead and support participants through the 18-week transitional employment/work-based learning cycle — orientation, stabilization, work-readiness, cohort participation, and transition planning
- Provide daily supervision, mentorship, and individualized coaching, reinforcing safety, attendance, communication, accountability, and confidence
- Coordinate participant work-based learning assignments across Re-use Hawai'i departments (deconstruction, material recovery, processing, lumber yard, receiving, inventory, warehouse logistics, reuse operations)
- Work with department supervisors to turn daily tasks into structured learning opportunities and skill-building experiences
- Support the 12-week Brownfields certification cohort, including roster stabilization, attendance tracking, and coordination with trainers
- Coordinate access to base certifications (First Aid/CPR, OSHA 10, forklift safety, hand and

- power tool safety, pallet jack safety)
- Conduct or support daily safety briefings, PPE checks, job hazard analysis discussions, and worksite accountability practices
- Train participants to recognize potentially hazardous, regulated, or special-handling materials and follow established “recognize, do not disturb, report” procedures.
- Supervise approved hands-on safety practice with tools, equipment, and machinery appropriate to participant training level
- Maintain accurate participant records — attendance, training progress, certifications, skills checklists, and completion documentation
- Support participants in translating work experience into transferable skills and assist with job placement, continued training, or retention

Secondary Duties

- Coordinate with case managers and partner organizations to identify barriers to participation and connect participants to supports or referrals
- Foster a trauma-informed, culturally responsive, strengths-based learning environment
- Guide participants through progressive responsibility, moving from close supervision toward independence
- Coordinate or reinforce classroom modules in financial literacy, professionalism, communication, and career pathway planning
- Support Brownfields-specific learning on hazard communication, waste stream classification, and environmental reporting
- Assist participants with capstone projects and transferable skills documentation
- Coordinate with Training & Safety Leads on corrective coaching and safety competency documentation
- Support grant documentation, cohort rosters, and program outcome reporting
- Help collect work-based learning evidence (logs, worksheets, checklists, diversion/impact summaries)
- Provide regular progress updates to the Workforce Development Program Manager
- Support resume development, interview prep, digital job search skills, and skills passport completion
- Monitor engagement in professional development and provide coaching or referrals as needed
- Participate in program review and recommend improvements to tools, schedules, and processes
- Identify gaps between training, certification requirements, and employer expectations

Supervisory Responsibilities

Directly supervises and coaches program participants throughout each 18-week work-based learning cycle, with rolling enrollment as participants enter and complete the program.

Responsibilities include assigning and directing daily work-based learning tasks across

departments, monitoring safety and skill competencies, evaluating readiness for progressive independence and cohort advancement, and addressing performance, attendance, and conduct concerns in accordance with program policies.

Behavioral Characteristics

- Strong leadership, coaching, and conflict-resolution skills
- Cultural humility and commitment to trauma-informed, strengths-based, and accountable participant support
- Ability to balance participant support with workplace expectations, safety, productivity, and documentation requirements
- Ability to engage and motivate participants in hands-on training within active warehouse, yard, retail, and field settings
- Patience, accountability, and professionalism while supporting participants learning in real time

Language Skills

- Strong communication skills (written and verbal)
- Ability to coordinate and communicate with department supervisors, case managers, trainers, and partner organizations
- Ability to provide clear instruction, feedback, and coaching to participants with varying skill and literacy levels

Reasoning Ability

- Ability to assess participant readiness for cohort advancement and progressive independence
- Ability to identify gaps between department training, participant readiness, certification requirements, and employer expectations
- Ability to recognize hazardous or special-handling materials and apply "recognize, do not disturb, report" judgment
- Ability to translate day-to-day operational tasks into structured learning outcomes

Computer Skills

- Ability to use computers, spreadsheets, shared drives, email, and basic tracking systems for documentation and communication
- Familiarity with workforce databases

Certification and Licensing

- Willingness to operate or learn to operate a forklift, pallet jack, and other equipment consistent with organizational policies and training requirements.
- Preferred certifications, or the ability to obtain them, include First Aid/CPR, OSHA 10, forklift operator training, hand and power tool safety training, manual/powered pallet jack safety training, HAZWOPER or other Brownfields/environmental safety training (if applicable to program funding and training schedule)

Physical Demands

This position requires the physical ability to lift 50+ lbs, stand, walk, bend, carry, push, and pull for extended periods while working in active warehouse, yard, retail, classroom, and field environments around tools, materials, vehicles, and equipment. Must consistently model safe material handling and work practices in accordance with Re-use Hawai'i safety policies, while supporting participants who are learning in real time with safety, patience, accountability, and professionalism.

Work Environment

Work occurs in active warehouse, yard, retail, classroom, and field environments.