

CAREER OPPORTUNITY

The Carpenters and Joiners Training Fund is seeking a Full Time, Training Center Coordinator for the Pewaukee Training Center. The Coordinator will be responsible for overseeing the day to day operations of the training center including: material procurement, vendor relations, instructor scheduling both locally and at the International Training Center, apprentice counseling, Department of Workforce Development relationship and compliance, event set up, training center organization, and assessing continuing education needs in the area. We are looking for a highly organized, motivated individual with excellent communication skills. The Training Center Coordinator will report to the Executive Director of Training.

We are an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

All employment is considered on the basis of merit, qualifications and position requirements.

Please send resume to Leah@uniontraining.org. Applicants who apply by November 28, 2018 will be considered.

Carpenters and Joiners

Apprenticeship and Journeyman Training Trust Fund

Job title: Local Training Center Coordinator

Division/Department: Training

Reports to: Executive Director / Assistant Directors

Full-time
 Part-time

Exempt
 Nonexempt

Essential Duties and Responsibilities, but not limited to:

- Lead the local instructors and programs to high levels of success as viewed by participants, contractors, and leadership team. This includes scheduling qualified instructors, overseeing classroom supply requirements, reviewing space requirements, maintaining material and consumable inventory and overseeing equipment requirements to build high quality educational experiences. Scheduling personnel is the direct responsibility of the Coordinator
- Provide leadership to the local training center under assignment
- Coordinate classes as requested by contractors and members. Contractor requested classes should be given priority in scheduling
- Develop contractor relationships in the region the training center supports
- Review community involvement projects and refer recommendations to Executive Director
- Assist with Apprentice recruitment and retention
- Review Instructor performance on a biannual basis with evaluations to be documented and discussed with the Executive Director
- Review and approve all Training Center Purchases
- Serve as a conduit of information between employees and leadership team
- Participate in the local JATC meetings and other meetings as deemed beneficial
- Seek and complete continuing education that will be beneficial with the approval of the Executive Director
- Report to Assistant Director, on weekly status report call, upcoming instructor assignment
- Report to Assistant Director, on weekly status report call, goals and goal progress
- Oversee inventories and request/purchase supplies and equipment, present competitive pricing options.
- Monitor and enforce our Safety Culture with in the training center (all PPE is required)
- Oversee maintenance logs on shop equipment for annual inspections and maintenance of tools and equipment to comply with area OSHA standards
- Maintain a secure and safe working environment for employees, members and guests to the training center
- Continuously learn and be proactive about new construction practices and participate in educational opportunities whenever possible
- Maintain compliance with all company policies, procedures, and core values of Training trust and JATC committees
- Assist in events with community partners including schools, politicians, contractors and vendors
- Have the willingness and ability to travel throughout the region and the ITC as required
- Maintain effectiveness and morale of the staff with visible leadership. Communicate Company vision/goals and monitor activities to assure that work is being performed accordingly
- Director and Assistant Director informed on a weekly basis of training center activities or outside requests
- Perform any other related or unrelated, unassigned, unspecified duty that may be needed as requested

Compensation:

- Wage is highest negotiated rate by area NCSRCC Collective Bargaining Agreement at 40 hours per week
- Benefits paid by area CBA at 40 hours per week

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Supervisory Experience
- Computer proficiency. (MS Office – Word, Excel and Outlook)
- Ability to follow verbal and written instructions
- Ability to communicate clearly and concisely in writing and verbally
- Ability to establish and maintain effective working relationships with all Training personnel in addition to but not limited to Council Employees, Contractors, and Vendors

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to complete work duties assigned to them
- Must have a valid driver's license
- Physical ability to stand for periods of time, sitting, climbing, reaching, lifting, bend, stoop, kneel, work from ladders, and perform in inclement weather. Use of hands, arms, legs and feet. Able to see, hear and speak

We are an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

All employment is considered on the basis of merit, qualifications and position requirements.

Print Employee Name:

Employee signature:

Date: