



## **Seeking Full Time Carpenter Instructor**

The North Central States Regional Council of Carpenters Training Fund is seeking an instructor to teach apprenticeship and occasional skill advancement classes. The position is full time. A minimum of 10 years of experience in the field working in a variety of carpentry trade areas is required, along with some supervision experience.

The instructor will be located out of the **Kaukauna Training Center** but may be asked at times to teach at other Wisconsin training facilities, based upon demand.

Interested Candidates should send a resume and cover letter to Rob Giese (Training Director) at [rgiese@wedotraining.org](mailto:rgiese@wedotraining.org) no later than February 15th, 2019.

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## **JOB DESCRIPTION**

- Adequately prepare for each class. Understand and implement the curriculum being taught.
- Work with administration staff and director to make sure all supplies, tools and curriculum are ordered for classes.
- Control and monitor all inventory/tools/equipment used as a part of teaching classes.
- Implement adult learning principles in the classroom.
- Assign grades and fill out progress reports for apprentices. Submit forms to administration for mailing.
- Mentoring and guiding apprentices through training and the process of become a journey-level worker while taking classes at the training center.
- Perform periodic building maintenance at training center facility as needed.

## **QUALIFICATIONS FROM JOB DESCRIPTION**

- Be a team player and possess attributes of flexibility in aiding to meet the needs of the council, contractors and director when it relates to training needs.
- Have excellent verbal and written communication skills to professionally represent the organization.
- Competent with Microsoft Office Programs to include: Word, Outlook, Excel and Power Point. Ability to navigate the Internet.
- Have strong and proven organizational skills.
- Strong understanding of adult learning principles.
- Strong organizational skills and time management.
- Have strong working knowledge of construction principals to include topics taught in the Carpenter apprenticeship program. These skills will include scaffolding, framing, concrete, rigging, interior systems, drywall and ICRA.
- Demonstrate a passion for teaching and passing on the carpenter trade to others.
- Teaching and/or training experience helpful.

## **EDUCATION REQUIREMENTS**

- High school graduate.
- Completion of a Carpenter Apprenticeship program.

## **WORKING CONDITIONS**

- This position may require standing and sitting for extended periods and lifting up to 50 pounds.
- Travel throughout Wisconsin may be required.