



CARPENTERS TRAINING INSTITUTE

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 **Rothschild 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@ctiwi.org no later than September 30th, 2019.

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.