

Training Director

North Central States Regional Council of Carpenters' Training Fund
Wisconsin

SUMMARY

Training Director of NCSRCC Training Fund

The Training Director works directly for the Board of Trustees of the North Central States Regional Council of Carpenters' Training Fund. The Training Fund is a joint Labor-Management Trust Fund established for the purpose of providing training to men and women in the carpentry industry.

Reports to: NCSRCC Training Fund Board of Trustees

Oversees the NCSRCC Training Fund, Training Centers

Meets regularly with Contractors and Regional Council to ensure training meets the Industry requirements

POSITION DESCRIPTION & RESPONSIBILITIES

Human Resources

- Supervise Training Staff and evaluate performance of staff annually
- Hire qualified staff and monitor as needed to assure quality standards are met
- Coach staff and instructors who are under performing
- Be attentive to succession plan and voids in future staffing.

Financial Acumen

- Work with Benefit Fund Office Staff to prepare yearly operational and capital budgets.
- Oversee purchasing of all training supplies, office supplies, building infrastructure, marketing material, rental equipment.
- Approve all expenses and invoices
- Monitor expenses to ensure budget is not exceeded

Strategic Processing & Evaluation

- Evaluate training programs, instructors, and/or materials.
- Evaluate overall program effectiveness.
- Set yearly goals and execute a long term strategic direction for the Training Centers

Administration

- Confer with organizational members to accomplish work activities.
- Oversee the six JACs within the training fund to ensure they are successfully carrying out the State and Local Standards
- Administer meeting notices, meeting minutes and standard changes for the local JACs.
- Attend or appoint appropriate staff to attend all Joint Apprenticeship Committee (JAC) meetings
- Monitor JACs to ensure adequate Labor and Management representation
- Develop procedures to evaluate organizational effectiveness.
- Oversee that the four training center buildings are maintained and building issues are addressed.
- Report to the Board of Trustees on events, budget needs, and the training attendance, etc.
- Recommend to the Board of Trustee Policy Changes, funding issues and building needs.
- Attend appropriate training sessions for increasing work effectiveness
- Ensure Instructors and Administration staff attend appropriate training sessions for increasing work effectiveness

Information Technology

- Oversee the managed IT support provider.
- Monitor and encourage the use of new technology
- Ensure that the staff have up-to-date equipment and software.

Outreach

- Oversee the outreach activities of the Training Centers for the purpose of recruitment
- Supervise the Outreach Specialist position and the effectiveness of the role.
- Oversee website development and other social media marketing
- Oversee marketing and other promotion material of the Training centers.

Travel

- Travel frequently to all four training facilities in Wisconsin to monitor activities
- Attend the Council's Delegate Meetings
- Attend WI State Carpenters Advisory Board Meetings
- Attend JAC meetings
- Attend misc. meetings or training throughout Wisconsin and United States

POSITION AND EDUCATION REQUIREMENTS

A minimum of 10 years of administration and management experience

Bachelor's Degree OR Equivalent Experience

Human Resource and Financial Acumen Expertise

Understanding of the Construction Industry

WORKING CONDITIONS

Working conditions are normal for an office environment. This position may require sitting for extended periods, lifting and using office equipment and machines. Extensive Travel and ability to sit in a car long periods of time are also required.

SALARY AND BENEFITS

The annual salary for this position is commensurate with experience. Benefits will include health care coverage, defined benefit pension plan, defined contribution plan, paid holidays, paid vacation and sick time.

HOW TO APPLY

Qualified Candidates seeking consideration should apply confidentially to Administrative Manager, Kris Passineau at kpassineau@ncscbf.com. Please include:

- A current resume with a valid e-mail address and phone number
- A cover letter providing details about your experience and interest in the position.

Send your resume and cover letter no later than September 30, 2017. The NCSRCC Training Fund anticipates the selected candidate will start by January 2018.