

ALASKA LABORERS TRAINING SCHOOL

17805 Old Glenn Highway, Chugiak, AK 99567

Phone: (907) 345-3853 / Fax: (907) 202-9999



Job Announcement

Apprenticeship Coordinator

The Alaska Laborers Training School is seeking a highly qualified and motivated individual to join the training team as an Apprenticeship Coordinator. Will be responsible for policies & procedures, compliance, recruiting and selection of new apprentice candidates. Will teach, direct and evaluate apprentices and applicants. ANSI certification for this position is required, travel is required to obtain this certification. This is a full-time position with regular working week of M-F, 7:30 – 4:30, with additional weekend and evening duties.

Position Specifications:

- Compliance of a federally registered apprenticeship program
- Recruiting, selection, training of all apprentices
- Organize and lead monthly apprenticeship meetings, coordinate community service & volunteer efforts
- Accurate record keeping
- OJT monitoring, field evaluations, projects, scheduling & monitoring training
- Ability to work independently and within a team
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Position Requirements:

- HS diploma
- Construction field experience
- Proficiency in computer skills
- Strong verbal and written communication skills
- Fiscally responsible
- Ability to lead and guide the development of the next generation of Construction Craft Laborers
- Alaska driver's license
- Drug free
- Apprenticeship graduate preferred

Full job description available upon request

Closing Date: January 22, 2020

To apply for this position, submit a cover letter, resume and 2 letters of recommendation to:

**Alaska Laborers Training School
17805 Old Glenn Highway
Chugiak, Alaska 99567
Training@aklts.org**



Alaska Laborers Training School

Apprenticeship Coordinator

Apprenticeship Coordinator Purpose: Develops and implements policies and procedures for AKLTS' Apprenticeship Program. This includes compliance with all regulations, recruiting and selection of candidates, developing apprentices into highly skilled journey workers; building relationships with contractors to ensure apprentices meet the requirements of the workforce; evaluation of program, apprentices and workforce development. Duties require regular evening and weekend commitments.

Apprenticeship Coordinator Job Duties:

- Compliance with all Department of Labor apprenticeship regulations.
- Annual review of recruiting, selection, training of all apprentices.
- Develop and enforce policies and procedures for Program, including the Apprenticeship Handbook.
- Supports and reports all apprenticeship business to the Joint Apprenticeship Training Committee (JATC), directs meetings and actions of JATC. Maintain accurate records of all meetings and actions.
- Oversight of the entire Apprenticeship process, with direct communication to the Training Director regarding all matters. Regularly submit recommendations for program improvement and efficiency.
- Recruiting and selection process of apprentices.
- Maintains record keeping systems of recruitment, selection, employment and training of apprentices.
- Keeps abreast of training technology and trends within the industry to ensure relevance in program.
- Clear communication to all staff members on issues of relevance.
- Develop training requirements annually for all apprentices so they meet current workforce needs. Oversight of job experiences to ensure diversity of skills and ability to work at different jobs.
- Develop and maintain relationships with supervisors of local industry, students, instructors and all other staff.
- Work closely with the Hiring Hall and Contractors to place, evaluate and develop apprentices. Includes field checks and jobs site visits.
- Develop support for apprentices and act as their advocate. Absolute one-on-one communication with each apprentice for all aspects of the Apprenticeship program.
- Coordinate, develop and deliver activities and projects for apprentices. These may include meetings, volunteering, community service projects and developing an

understanding to collective bargaining, project labor agreements and history of Organized Labor.

- Willingness to work evenings and weekends as needed and duties require.
- Pursue a development plan that provides for personal and professional growth through participation in professional and community activities.
- Assist with administration of the training program, including developing of the annual training schedule.
- Other duties as assigned

Skills/Qualifications: working knowledge of the construction industry and Laborers jurisdictional work, strong written and oral communication skills, ability to develop and maintain recordkeeping and accurate files, strong computer skills, public speaking, ability to develop positive relationships with apprentices and guide their skill development, ability to manage and track budgets

This is an exempt position, which means it is salaried, and is not eligible for overtime wages. It comes with a high level of responsibility. The primary duties of this job include overall management and administrative work related to the operation of the apprenticeship program. This position is entrusted with exercising discretion and independent judgment in significant matters, including program success and fiscal responsibility.