

# DIRECTOR OF APPRENTICESHIP & TRAINING

## SUMMARY OF POSITION:

The Director of Apprenticeship manages all aspects of the Apprenticeship Program in accordance with the policies established by the Board of Trustees. The Program includes a State of Minnesota approved apprenticeship program and a State of North and South Dakota approved apprenticeship program.

The Director is responsible for the Program's compliance with the approved Apprenticeship Standards, manages and oversees Apprenticeship staff, works with the Training staff to develop curriculum, schedule classes and develops and implements a strategic plan to expand participation in the Apprenticeship Program.

The Director of Apprenticeship will work closely with Union Members, Apprentices, Contractors, and Training Center Staff.

## AREAS OF RESPONSIBILITY AND REQUIRED QUALIFICATIONS:

1. Administer the apprenticeship standards as established, ensuring compliance with all applicable requirements as established by the State of Minnesota and North and South Dakota for apprenticeship programs.
2. Work with the Apprenticeship and Training Center staff to improve and develop new training and courses for the apprenticeship program and Union Members.
3. Regularly communicate with the Board of Trustees.
4. Develop Program materials and Apprentice communications
5. Participate in contractor visits and outreach programs including trade organizations, safety development programs, and job/career fairs
6. Excellent communication skills including both verbal and written communication skills necessary for professional communication
7. Education and experience in training, education and/or related fields
8. Construction industry and union background or affiliation preferred
9. Travel and some overnight stays required
10. Primary reporting and work location: Cloverdale, MN

Competitive salary and benefit package provided.

*REPORTS TO:* Board of Trustees

Please send resumes via email to [jobsTC@local49.org](mailto:jobsTC@local49.org) or regular mail:

IUOE Local 49  
308 Lundin Blvd  
Mankato, MN 56001  
(507) 625-3670

Resumes accepted until position filled  
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