



Job Title Pre- Apprenticeship Instructor
FLSA Classification Non-Exempt
Reports to Pre-Apprenticeship Coordinator
Location All
Date Created December 2023
Prepared by Marianna Hyke

Job Description

Summary/objective

The Pre-apprenticeship Instructor provides trade-based instruction to pre-apprentices at NWCI Training Centers. This position is responsible for developing curriculum and course materials, maintaining safety, and supporting the Pre-apprenticeship Coordinator in the operation of the NWCI pre-apprenticeship program.

**This position will support a diverse and inclusive environment in which supports English second learners, those who have little to no trade experience and requires an ample amount of patience and mentorship.*

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Instruction

- Instruct trade and trade related classes as assigned.
- Instruct and demonstrate principles, techniques, procedures, or methods.
- Supervise and monitor students' use of tools and equipment.
- Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.
- Mentor and coach students to assist in their success in the industry.
- Prepare reports and maintain records that include grading students, attendance, and other training activity details.
- Daily lesson preparation, planning and delivery of instruction.
- Monitor and enforce shop and classroom safety including completion of Safety Data Sheets (SDS) and inspections.
- Maintaining a clean shop, classroom, and office.
- Assist in shop maintenance and securing the building daily at closing.
- Assist Pre-apprenticeship Coordinator with maintaining tool and material inventory.



- Assist Pre-apprenticeship Coordinator in all other activities aimed at maintaining and enhancing the overall program.
- Attend seminars, training, and conferences for career advancement and development as agreed upon by management.
- In between classes work to find job leads and work on retention efforts
- Support outreach events, this includes preparation and attendance to events as assigned by the training coordinator

Organization Support

- Traveling to other Training Center locations for Instructor purposes as assigned, this includes traveling to the International Training Center in Las Vegas.
- Assist in developing curriculum and course content as requested
- Attend and participate in Training Center and Organization meetings as assigned.

Competencies

- Critical thinking and writing skills.
- Well-organized, skilled in time management and ability to prioritize tasks.
- Excellent communication and interpersonal skills.
- Attention to detail and problem-solving ability.

Supervisory responsibilities

No supervisory responsibilities

Required education and experience

- High School graduate or equivalent
- Must qualify for Washington state instructors' certificate (State vocational Certificate)
- 5+ years of journeyman with foreman, project management, superintendent or contractor experience.
- Expertise in the field. Must be able to demonstrate a thorough understanding of the following specific subject areas:
 - OSHA and jobsite safety
 - All relevant hand and power tools currently used in the trade
 - Mathematic principles used in carpentry applications
 - Print reading & Layout
 - Doors & Hardware
 - Framing floors, walls, stairs and roof structures
 - Concrete form construction
 - Basics of hoisting and lifting
 - Interior Trim & cabinet installation

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- Installation and application of common exterior/interior finishes
- Scaffold Erector
- Working knowledge of Pile Driver applications
- Basic knowledge of welding techniques
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Communicate effectively, both verbally and in writing
- Ability to drive company vehicles as necessary

Preferred education and experience

- Prior teaching experience
- Bilingual in English & Spanish
- Ability to exercise good judgment in a variety of situations.
- Administrative and organizational skills

Work environment

The work duties and environment described above are considered professional and appropriate attire is required. The job description outlined may change at any time without notification.

Position Type and Expected Hours of Work

Full-time. Days and hours of work are typically Monday through Friday onsite. Additional hours may be required to complete all aspects of the position.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of standing or sitting at desk and working on a computer.
- Must be able to lift 30 pounds at a time.
- Must be able to interact and communicate effectively with employees, management, vendors and customers/clients.
- Must be able to use office equipment including telephones, computers, fax and copier machines.
- Reasonable accommodations are available to individuals with disabilities, upon request, as required by law.
- Regular and reliable attendance, and ability to work flexible days and hours.

Travel Required

As necessary for instruction or training.



Affirmative Action/EEO statement

Carpenters-Employers Apprenticeship & Training Trust Fund of Washington-Idaho will not discriminate in the recruitment, selection, employment, or training of apprenticeship applicants or apprentices during their apprenticeship based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older or as otherwise specified by law. Carpenters-Employers Apprenticeship & Training Trust Fund of Washington-Idaho will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (including RCW 49.04 et. seq. and WAC 296-05 et. seq.) and under Title 29 of the Code of Federal Regulations, part 30.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please email your cover letter & resume to Ashley Ahumada at aahumada@nwci.org by January 4th, 2024.