



DIRECTOR OF TRAINING

DEPARTMENT: Carpenters Training Center (“CTC”)
REPORTS TO: Executive Director of Benefit Funds
FLSA STATUS: Exempt
DIRECT REPORTS: 40-45

POSITION PURPOSE:

The Director of the CTC is responsible for the direct management and operations of the CTC, which includes a collaborative working relationship with the Fund Office, District Council and other United Brotherhood of Carpenters training facilities.

ESSENTIAL JOB FUNCTIONS:

- Oversee a staff of approximately 45, which includes full and part-time instructors as well as the Health and Safety Department; with approximately 4-5 direct reports.
- Develop and adhere to an annual budget.
- Review and approve all expenditures.
- Develop and oversee educational and trade related programming and curriculum for apprentices and journey level members.
- Collaborate and coordinate with other United Brotherhood of Carpenters (“UBC”) training facilities as required.
- Oversee the apprentice recruitment and acceptance process.
- Oversee planning of apprentice graduation and contests.
- Set policies and procedures for the administration of the program in consultation with the Joint Apprenticeship Training Council (“JATC”).
- Meet quarterly with the JATC to report on activities, projects, and policy issues.
- Ensure adherence to all Department of Labor and other City and State governmental agencies policies, laws, rules, and procedures concerning the administration of a State Approved Apprenticeship Program.
- Select, promote, and develop staff.

LEADERSHIP RESPONSIBILITIES:

- Drive the long and short-term vision for the CTC.
- Develop CTC goals and priorities and communicate them to staff.
- Develop, encourage, and empower staff toward meeting organizational goals.
- Strategically plan resourcing needs.
- Identify and implement operational efficiencies where needed.

REQUIREMENTS/EDUCATION

- High School diploma required. Bachelor’s degree preferred.
- Journey-level carpenter with a minimum of 10 years’ experience in the trade.
- Solid working knowledge of apprenticeship, union construction and workforce development.



OTHER SKILLS AND ABILITIES:

- Proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to supervise a diverse group of people with various job descriptions.
- Ability to travel and attend special events and/or training.
- May require evening hours.

EEO Statement

- The NYCDCC Benefit Funds are committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin, or ancestry, sex, age, physical or mental disability, including gender dysphoria and similar gender-related conditions, gender, including pregnancy, veteran or military status, actual or perceived sexual orientation, gender identity or expression, including status as a transgender individual, predisposing genetic characteristics, genetic information, marital status, familial status, domestic violence victim status or any other legally-recognized protected basis under federal, state, or local laws.

Physical Demands:

The essential functions of this position require the employee to regularly sit, talk and hear in person or by telephone and to operate computers and other office equipment. NYCCBF complies with applicable disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process or to perform essential job functions of the job, please contact Melissa Getz, Director of Human Resources 212-366-7591, mgetz@nyccbf.org.

Apply:

To apply, please send your resume to resume@nyccbf.org.