



## **Apprenticeship Training Director – Designate**

***Join our team to help train and mentor the next generation of water and wastewater operators across Indiana.***

The Alliance of Indiana Rural Water is beginning the search for an experienced industry professional to support the continued growth and long-term success of our Apprenticeship Program. This position is part of the Alliance's proactive succession planning and workforce development efforts.

The selected candidate will work alongside the current Apprenticeship Training Director during a mentorship and transition period of up to one year, allowing time to become familiar with the program, curriculum, and relationships that support apprentices and utilities across the state. The Alliance is beginning this search early to ensure a smooth and thoughtful transition into this important leadership role.

This role may be especially appealing to experienced operators who are interested in sharing their knowledge, mentoring the next generation of professionals, and helping shape the future workforce of Indiana's water and wastewater industry.

This role can also be a great opportunity for seasoned operators who are interested in transitioning from daily plant operations into a mentorship and training role while continuing to support utilities across Indiana.

To apply, please email your resume and a brief note about your interest in the position to:

[alliance@inh2o.org](mailto:alliance@inh2o.org)

### ***About the Association***

The Alliance of Indiana Rural Water (AIRW) is a nonprofit 501(c)(6) trade association and has served as the Indiana state affiliate of the National Rural Water Association (NRWA) since 1982.

AIRW provides training, technical assistance, advocacy, and workforce development support to rural and midsized water and wastewater utilities throughout Indiana.

With more than 1,000 members statewide and a dedicated staff of approximately 20 professionals, AIRW is committed to strengthening Indiana's rural communities by supporting reliable infrastructure, skilled operators, and sustainable utility operations.

### ***About the Position***

The Apprenticeship Training Director – Designate will support the training and instructional components of the Alliance's Registered Apprenticeship Program while preparing to transition into the Apprenticeship Training Director role.

This position assists with curriculum development, apprentice training delivery, and program support while mentoring apprentices throughout their two-year training journey.



The Apprenticeship Training Director – Designate plays an important role in supporting the development of the future workforce for Indiana’s water and wastewater utilities.

This position will initially work alongside the current Apprenticeship Training Director to support program continuity, mentorship, and knowledge transfer.

### ***Who Will Thrive in This Role***

You’ll be a great fit if you:

- Enjoy mentoring and helping others grow in their careers
- Have strong technical knowledge of water and wastewater operations
- Communicate clearly and confidently with operators, utilities, and trainees
- Take ownership of program quality and continuous improvement
- Enjoy teaching, presenting, and facilitating both in-person and virtual training
- Work well independently while collaborating closely with a small team
- Are interested in helping carry forward and strengthen a respected statewide apprenticeship program

### ***Ideal Candidate Background***

The ideal candidate is an experienced water or wastewater professional who is passionate about sharing knowledge and developing the next generation of operators.

Candidates with the following experience will be especially well suited for this role:

- Dual certification in water and wastewater operations
- Experience serving as a mentor, trainer, supervisor, or lead operator
- Strong understanding of utility operations, regulatory compliance, and industry best practices
- Experience presenting at industry trainings, workshops, or conferences
- Passion for supporting rural utilities and strengthening the workforce across Indiana

### ***Roles & Responsibilities (Not all inclusive)***

#### **Apprenticeship Training & Instruction**

- Deliver in-person and virtual training sessions for apprentices throughout the program
- Provide technical instruction related to water and wastewater operations, safety, and regulatory compliance
- Mentor apprentices throughout the program and monitor progress toward training milestones

#### **Curriculum Development & Program Oversight**

- Develop and maintain apprenticeship curriculum aligned with industry standards and regulatory requirements
- Update training materials to reflect evolving technology, regulations, and best practices
- Ensure program content supports preparation for operator licensing and certification

#### **Apprentice Performance & Program Monitoring**



- Track apprentice progress and maintain communication regarding training performance and expectations
- Evaluate learning outcomes and adjust training methods as needed
- Provide guidance and support to apprentices experiencing training challenges

#### **Collaboration & Stakeholder Engagement**

- Work closely with AIRW staff, utilities, and program partners to support apprenticeship success
- Coordinate with mentors and utility leaders to support effective on-the-job training
- Participate in apprenticeship program planning and continuous improvement initiatives

#### **Training Delivery & Educational Leadership**

- Facilitate workshops, seminars, and technical training sessions for apprentices and utility personnel
- Deliver training content effectively in both in-person and virtual environments
- Adapt training methods to accommodate diverse learning styles and experience levels
- Ensure training equipment, materials, and instructional tools are properly prepared and functioning during sessions
- Address technical or logistical issues that may arise during training to ensure a smooth learning experience

#### ***Job Requirements & Additional Information***

##### **Education, Skills & Abilities**

- Extensive background in water and/or wastewater utility operations, with relevant operator certifications required (Indiana certification or ability to obtain Indiana certification within a reasonable timeframe preferred)
- Bachelor's or Master's degree in Education, Workforce Development, Environmental Science, or a related field is helpful but not required; relevant industry experience and certifications are strongly valued
- 5+ years of experience in training, mentoring, instruction, or workforce development, preferably within the water or wastewater industry
- Strong presentation and facilitation skills with the ability to engage and motivate adult learners
- Knowledge of instructional design principles and adult learning techniques
- Excellent written and verbal communication skills with the ability to clearly explain technical concepts
- Strong interpersonal, organizational, and time-management skills
- Experience developing training materials, presentations, and instructional resources
- Proficiency with Microsoft Office, virtual training platforms, and learning management systems (LMS)
- A combination of education, industry experience, and certifications may be considered in place of formal degree requirements

##### **Schedule & Position Details**

- Full-time position, Monday–Friday
- Flexible work environment

##### **Work Location & Travel**



- Primarily remote/work-from-home role
- Travel throughout Indiana for apprentice training, program support, and Alliance events
- Attendance at Alliance conferences and events (approximately 5–6 per year)
- Occasional travel to national conferences or training events (approximately 2 per year)

### ***What Success Looks Like in the First Year***

During the first year in this role, the Apprenticeship Training Director – Designate will focus on learning the structure, relationships, and instructional approach that support the Alliance’s Apprenticeship Program while gradually taking on greater leadership of training activities. The selected candidate will work alongside the current Apprenticeship Training Director during a transition period that may vary in length, with the goal of ensuring a smooth handoff and continued success of the program.

*Success in the first year may include:*

- Developing strong working relationships with apprentices, utility mentors, and Alliance staff
- Becoming familiar with the apprenticeship curriculum, training materials, and program structure
- Shadowing and assisting with apprenticeship training sessions and program instruction
- Gaining a clear understanding of regulatory requirements, industry expectations, and licensing preparation
- Supporting training delivery and progressively leading instructional sessions as experience with the program grows
- Contributing ideas to strengthen training resources, curriculum, and learning experiences for apprentices
- Building confidence in leading the program’s instructional components and preparing to take full ownership of the role as the transition progresses

### ***Why You’ll Love Working Here***

At the Alliance of Indiana Rural Water, we believe the strength of our organization comes from the people behind it.

*Here’s what makes our team special:*

#### **Supportive Team Culture**

We’re a close-knit group that values teamwork, collaboration, and supporting one another.

#### **Meaningful Work**

Your work directly supports the operators and utilities that protect public health and provide safe water to communities across Indiana.

#### **Professional Growth**

We encourage learning, knowledge sharing, and opportunities to expand your professional expertise.

#### **Work-Life Balance**

Flexible scheduling and a supportive environment allow our team members to maintain balance while doing meaningful work.



### ***Benefits Snapshot***

- **Medical, Dental, and Vision Insurance**

Employee premiums covered 100% by the employer

- **Health Savings Account (HSA)**

Employer contribution included

- **Life & AD&D Insurance**

Basic coverage provided by employer with optional voluntary coverage available

- **401(k) Retirement Plan**

Employer match up to 10%

- **Generous Paid Time Off**

13 paid holidays plus vacation, sick, and personal leave

- **Loyalty Recognition**

Employees receive a \$100 bonus for each year of employment after their first full year, increasing annually up to \$2,500

- **Flexible Work Environment**

### ***Compensation***

**Salary Range:**

\$56,960 – \$85,440

*The salary range represents the current full range for this position, including progression over time. Placement within the range will be based on factors such as relevant experience, skills, education, and internal equity, with opportunities for growth through tenure and performance.*

*Alliance of Indiana Rural Water is an equal opportunity employer.*