

FLORIDA RURAL WATER ASSOCIATION

Federal Apprenticeship Instructor

Job Description

Basic Function:

Provide training to students involved in Apprenticeship Program. Successful applicants must possess and create enthusiasm for educating trainees to become the next generation of treatment plant champions.

Position Description:

This is a professional, exempt position requiring skills in maintaining records, scheduling appointments, performing interviews, and other management skills and requiring the coordination with State offices such as the Department of Education.

Position is supported through a contract with the National Rural Water Association

Specific Responsibilities:

1. Two years' experience in career and technical education is preferred, as is familiarity with the water and wastewater industries.
2. An advanced certification or degree is also preferred.
3. Computer skills will be necessary.
4. Proven leadership in organizing, planning, and strategizing projects and/or teams.
5. Strong interpersonal and conflict management skills
6. Able to establish professional relationships.
7. Capable of creating and successfully managing a team of volunteers/guest speakers to assist with training.
8. Exhibits excellent oral and written communication skills.
9. Knowledge of teaching/tutoring techniques that meet the diverse needs of Apprentices.
10. Use of technology to assist Apprentice learning.
11. Be the focal point for all classroom communication between apprentices and mentors.
12. Provide timely responses to emails and phone calls apprentices and mentors.
13. Develop and maintain a team of volunteers to assist with apprenticeship activities.
14. Collect, track, analyze, and report established academic goals and data.
15. Work collaboratively with FRWA leadership and staff to support the success of all students.