



**Job Posting: Apprenticeship Coordinator**

*Full time, 40 hours/week, 7:30 a.m. – 4:00 p.m. (Monday – Friday)  
One-year contract with possibility of renewal*

The College of Carpenters and Allied Trades (CCAT) is a jointly governed union-employer construction skills post-secondary school that offers pre-apprenticeship, apprenticeship, health and safety and continuing education courses to over 4,500 students per year. CCAT is the largest Training Delivery Agent for General Carpentry and Floor Covering apprenticeship programs in Ontario. CCAT is seeking the right candidate to fill the newly created position of Apprenticeship Coordinator.

**Responsibilities**

The Apprenticeship Coordinator is responsible for but not limited to the following duties:

- Scheduling/coordinating apprenticeship courses and allocating instructors (including satellite courses).
- Supervising apprenticeship instructors and monitoring course delivery.
- Ensuring course records are accurately maintained and submitted to CCAT administration.
- Actively instructing small portions of apprenticeship classes as determined by the Program Director.
- Providing apprenticeship instructors with course schedules, facilities/equipment allocations, and other reference materials.
- Liaising with the Program Director and Purchaser to ensure that all course materials/supplies are received and distributed prior to course commencement.
- Addressing apprentice student discipline issues.
- Conducting apprentice and pre-apprentice follow-up/tracking and preparing reports.
- Liaising with apprentices, Local 27, and employers in helping apprentices to find work.
- Mentoring and supporting apprentices and assisting with apprentice retention.
- Screening and selecting pre-apprentice and apprentices.
- Preparing documentation as required for JLAC meetings.
- Participating in committees, conferences, outreach events, meetings and professional development opportunities as requested.
- Adhering to and enforcing all CCAT policies

**Qualifications**

- Red Seal (C of Q) Carpenter
- Minimum of 10 years of commercial/ residential construction experience, with a minimum of 5 years working in a unionized environment
- Some experience in a supervisory position
- College or university adult education diploma or certificate preferred
- Strong presentation/public speaking skills

- Driver's license and vehicle required
- Must be willing to travel across Ontario as required
- Must be able to enter the United States
- Willingness to take skill upgrading courses as required
- Familiarity with MS Word and Excel
- Ability to collect data and to write reports

### Applications

Qualified applicants are invited to submit an electronic resume and cover letter in MS Word or PDF format to [epahl@theccat.ca](mailto:epahl@theccat.ca)

Please use "Apprenticeship Coordinator – your name" as the subject line.