



Masonry Workforce Development & Training Coordinator Job Description

The Workforce Development & Training Coordinator will assume responsibility for AMC's efforts to recruit and train individuals for masonry careers. This position will act as the AMC liaison to career & technical education programs and institutions throughout the state including instructors, school administrators, and guidance counselors. The Coordinator will oversee all secondary & post-secondary outreach efforts and assist with the coordination & execution of all AMC's masonry competition events. The successful applicant will have documented experience in the masonry industry preferably as a Journeyman Mason, classroom and hands-on lab instruction, and knowledge of secondary and postsecondary education environment/administration. Compensation commensurate with experience. Applications accepted via [Indeed.com](https://www.indeed.com) only.

Liaison to masonry career & technical education programs/institutions:

- Participates on the Arizona Department of Education, Industrial Trades Industry Advisory Council
- Serves on the Industry Advisory Council for secondary & post-secondary educational institutions throughout the state.
- Organizes the Masonry Train-the-Trainer session during the annual ACTEAz Summer Conference in Tucson.

Secondary & Post-Secondary Masonry Outreach Efforts:

- Works with instructors at high schools & post-secondary institutions to schedule & assist with masonry training sessions for students.
- Creates a yearly training calendar showing all scheduled masonry training sessions with high schools and post-secondary institutions for the year.
- Develops a protocol and checklist for all high school and post-secondary institution instructors to follow to be prepared to host the masonry trainings.
- Participates in career fairs at high schools & post-secondary institutions.
- Gives presentations on Careers in Masonry and AMCA's Masonry Apprenticeship Program.
- Must be prepared to be the instructor for all newly developed masonry training programs established through high schools and post secondary institutions for the duration of the class term or until a replacement is hired.
- Is responsible for inventory and ordering supplies needed to conduct masonry trainings effectively.

Coordinate Masonry Competitions:

- Serves as the Masonry Chair for SkillsUSA AZ State Competition
- Assists SkillsUSA AZ regions throughout the state with the coordination of masonry competitions including securing masonry material donations and industry volunteers/judges.
- Assists Program Director with the organization, coordination & execution of state Fastest Trowel on the Block and Masonry Skills Challenge competitions.

AMC Masonry Apprenticeship Program and other AMC Training Programs:

- Must be prepared to fill in as an instructor at the apprenticeship program on Saturdays for both the Central and Southern chapters as needed.

- Assists the Program Director with the coordination of donation projects for both Central and Southern apprenticeship chapters.
- Assists Program Director in the development and coordination of new AMC masonry apprenticeship program chapters and training programs.
- Must be prepared to fill in as an instructor for any developing or newly developed AMC apprenticeship program chapters and training programs.
- Ability to run AMC Training Programs such as Tender Training as needed.

Qualifications:

- Journeyman's card- Bricklayer/Blocklayer Mason or equivalent masonry work experience/skill level
- Familiarity with NCCER & NCCER Curriculum preferred but not required
- Previous experience in instructing masonry to adult learners in a classroom setting and hands-on lab.
- Demonstrates the ability to effectively teach masonry to high school level students in a hands-on lab and classroom setting.
- Ability to work cooperatively and collaboratively and demonstrate a positive work ethic.
- Good interpersonal skills.
- Ability to pass a criminal background clearance check, drug screen.
- Ability to understand and follow verbal and written instructions.
- Ability to effectively communicate, verbally and in writing. Comfortable presenting to small and large groups.
- Must have excellent organization, administration and time management skills.
- Ability to build and maintain positive internal and external relationships.
- Proficient in the use of computers and associated software (Word, PowerPoint, Excel). Knowledge of computer applications that relate to the development and implementation of the educational program and overall organization
- Understanding of architectural drawings, shop drawings, blueprint reading, estimating.
- OSHA 10 or OSHA 30 preferred but not required
- Valid Drivers License required
- The employee is frequently required to stand; walk and reach with hands and arms. The employee must regularly lift and/or move up to 80 pounds.
- Legally authorized to work in the US
- Ability to travel throughout Arizona and occasionally out of state. Overnight stays may be required.
- Ability to work some nights and Saturdays required.

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