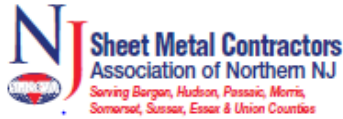




Sheet Metal Workers Local Union 25
Joint Apprentice & Training Committee
440 Barell Avenue, Carlstadt, NJ 07072



Phone: 201-507-0333 • www.smw25.org • Fax: 201-507-8350

November 2021

Dear Brothers & Sisters:

The SMART Local Union No. 25 Joint Apprenticeship & Training Committee (JATC) is seeking a qualified member in good standing to serve as a full time **Apprentice Instructor** at the Local Union No. 25 Training Facility in Carlstadt, NJ for a one-year contract. Contract extensions will be based on yearly reviews by the JATC Trustees.

The primary function of the JATC Apprentice Instructor is to work hand in hand with the JATC Administrative Staff in training the Apprentices in the Local 25 Apprenticeship Training Program. A JATC Apprentice Instructor is one who presents the knowledge and skills of the sheet metal industry by developing and delivering lessons through technical instruction and practical application in order to train sheet metal workers.

Job Responsibilities include but are not limited to; Develop/Revise curriculum and training materials, Audiovisual Aids, manage the Classroom/Shop, deliver Instruction to the Apprentices in person as well as virtually, evaluate student performance, maintain records, documentation (including computerized systems), provide counseling information, and maintain professional competence. Assist the Coordinator with conducting recruitment tours and presentations at career fairs.

Anyone applying is required to be fully vaccinated and provide a copy of your vaccination card and docket pdf/excelsior app. Strong all-around computer skills, basic ACAD skills and an ability to draw at least a basic fitting in ACAD preferred. A willingness to further their knowledge in our industry by getting certifications, CEU's (continuing educations units), involvement in trade educational committees and be able to travel for educational purposes. Solid communication skills, an ability to work independently as well as be a productive team member is a must.

Any member interested in this teaching position should email their resume, along with copies of any certifications to the attention of the JATC Administrator, by **Friday, December 31, 2021, 12:00 PM.**

Attn: Dana Bracero, Administrator
dbracero@smw25.org

If you have any questions or require additional information, contact us at (201) 507-0333, Ext. 127 or email dbracero@smw25.org. Thank you in advance for your willingness to assist in the training of our members.

Fraternally Yours,

Joseph Demark, Jr., *JATC Co-Chairman*
President/Business Manager
Joint Apprentice & Training Committee
Sheet Metal Workers Local Union No. 25

cc: Sam Figueroa, *Coordinator*
Dana Bracero, *Administrator*
JATC Trustees