

## **Title**

Manager, Voyageur Trades Program

## **Position Summary**

The Manager, Voyageur Trades Program is responsible for leading, coordinating, and managing all operational components of Rupertsland Institute's Voyageur Trades Program. This includes oversight of the trades shop and training facility, fleet and equipment, staff leadership, apprenticeship development, and community-based trades projects that provide hands-on experience for Métis apprentices.

A primary mandate of the position is to advance apprenticeship and indenturing opportunities through strong partnerships with employers, industry associations, and Métis communities. The Manager supports Journeyperson-led mentorship to ensure high-quality skills development and successful progression through apprenticeship training.

The role applies a project management approach to ensure budgets, operational plans, and project activities are aligned with program goals and achieve measurable outcomes for Métis citizens.

## **Key Responsibilities**

### **Program Operations & Shop Management**

- Lead day-to-day operations of the trades shop and training facility.
- Ensure the environment is safe, functional, and aligned with apprenticeship and pre-apprenticeship learning needs.
- Oversee scheduling of the shop, learning sessions, mentorship activities, and demonstrations.
- Develop and maintain operational policies, procedures, and safety standards.

Deliverables:

- Quarterly shop operations report (program use, safety, equipment status, training activities).
- Annual program performance report (participant outcomes, apprenticeship progress, program impact).

Developed 12/11/2025

## **Apprenticeship Pathways & Industry Partnerships**

- Build and maintain strong relationships with employers, contractors, unions, and industry partners.
- Develop and expand apprenticeship and pre-apprenticeship pathways for Métis citizens.
- Support the indenturing process and apprenticeship documentation in partnership with employers.
- Coordinate Journeyperson mentorship, ensuring high-quality skills development.
- Identify new project and employment opportunities aligned with labour market needs.

## **Community Projects & Hands-On Training**

- Lead community-driven trades projects that provide structured hands-on experience.
- Ensure labour contributions remain in-kind only with no monetary exchange.
- Match project scope to participant skill levels and mentorship plans.
- Track all labour hours, learning milestones, and community impact.

Deliverables:

- Quarterly and annual reports detailing labour hours, project scope, participant learning progress, and apprenticeship milestones achieved.

## **Fleet, Tools & Equipment Management**

- Manage all vehicles, trailers, tools, and equipment used by the Voyageur Trades Program.
- Oversee preventive maintenance, safety inspections, inventory control, and replacement planning.
- Ensure vehicles and equipment are job-ready for both training and community project deployment.
- Develop cost-effective strategies for fuel, repairs, and procurement.

## **Staff Leadership**

- Supervise Journeyperson mentors and apprentices/pre-apprentices.
- Provide coaching, safety training, and performance support.
- Foster a learning-focused and teamwork-oriented environment.

Developed 12/11/2025

## **Financial & Project Management**

- Oversee program budgets including staffing, shop operations, fleet, tools, and project costs.
- Apply project management practices to plan, track, and report on timelines, resources, and deliverables.
- Document the value of in-kind labour for community projects.
- Ensure reporting aligns with funding agreements and organizational requirements.
- Prepare monthly and quarterly financial and progress updates for senior leadership.

## **Qualifications and Skills**

### **Education**

- Post-secondary degree or diploma in Business Administration, Construction Management, Operations, or related field.
- Equivalent education and experience will be considered.

### **Experience**

- Minimum 5 years of progressive leadership experience in trades programming, workforce development, or shop/facility operations.
- Experience working with employers, unions, and contractors in the skilled trades sector.
- Demonstrated success supervising staff and coordinating multi-component operational programs.
- Experience with fleet, shop equipment, or facility oversight is an asset.

### **Skills & Knowledge**

- Strong planning, organizational, and problem-solving skills.
- Knowledge of Alberta apprenticeship systems and certification pathways.
- Excellent communication, negotiation, and relationship-building abilities.
- Knowledge of safety standards (OHS), trade tools, and equipment handling.

## **Working Relationships**

- Reports to: Director of Operations (or designated senior leader).
- Direct Reports: Journeyperson mentors and apprentices/pre-apprentices in the Voyageur Trades Program.
- Works closely with: Regional offices, industry employers and unions, Métis communities and partner organizations.