



Community Building Project Instructor Job Description & Qualifications

The instructor team provides educational leadership in timber frame conservation and heavy timber carpentry work, guiding and inspiring project participants/volunteers in the completion of assigned components.

The instructor team works alongside other participants, teaching by example.

An instructor serves as a contractor and an agent of the Timber Framers Guild, assists the lead instructor during the pre- event planning and on-site phases of the project. Please refer to the division of tasks list for interaction with other team members.

Specific Job Description

- Reports to the project director
- Is directly responsible for the successful execution of a specific CBP.
- Provides leadership to the participant team to ensure safe and high-quality leadership and instruction of project participants of all kinds.

Throughout the Life of the Project:

- Attends regular project meetings via teleconference.
- Develops and maintains a thorough understanding of the Project's Scope and Schedule.
- Fosters educational and personal growth opportunities for all team members and participants.
- Supports implementation of the Project Scope, Budget, and Schedule.
- Fosters the sense of traditional TFG XC (exuberant camaraderie) with the team and with all participants and acknowledges the contributions of all involved with the project.
- Shows restraint, respect, and professionalism at all times with all persons connected to the project.
- Ensures the health, safety, and welfare of all workshop participants

Prior to the Event:

- Review and fully understand the Project drawings, create materials lists and tool lists.
- Create the work plan and educational modules to be delivered by the workshop and shares them with workshop participants to guide the team.
- Create a Method Statement (including raising plan, fall protection plan, emergency response plan, etc as appropriate.)
- Attends planning conference calls.

During the Event:

- Has as his/her/their first priority the safety and health of participants.
- Attends daily meetings with instructor team to make work plans and allocate volunteer resources (typically at the end of each day but always as required to maintain clarity of purpose for all participants and effective allocation of work toward the project goals).
- Attends daily meetings and briefings on-site for all participants (typically at the beginning or end of each day).
- Provides information to the project director regarding procurement of tools, materials, and equipment.
- Ensures that all participants are adequately trained to perform any task that is required of them safely and effectively.
- Ensures that all TFG staff and participants comply with applicable TFG policies and Federal, State (Provincial), and local Health and Safety regulations at all times during the project.

After the Event:

- Attend a debrief meeting with the project director and other instructors.
- Issue an invoice and expense claim less than ten (10) days following completion of the Event.

Qualifications:

In order to be eligible for selection as a Timber Framers Guild Instructor, a candidate must satisfy all of the following prerequisites:

- The Candidate is a professional timber framer.
- The Candidate must have a minimum of two (2) consecutive years' employment in the field, specifically as a carpenter for heavy timber construction and minimum five (3) years in the timber framing industry.
- The Candidate must submit a brief job history relating to projects and his/her/their role in them within the past three (3) years.
- The Candidate must provide two (2) references from within the timber frame industry for the position of crew leader, supervisor, or similar position.
- Candidate is a member in good standing of the Timber Framers Guild and has been a TFG member for at least two (2) years.
- The Candidate must have participated as an instructor in one other TFG project.
- The Candidate must have a great attitude and a grasp of the big picture elements of TFG projects.
- The Candidate must show evidence of a commercial liability policy in effect.
- Provide a full tool kit and be willing to share with others.