



Lead Instructor Job Description & Qualifications

The instructor team provides educational leadership in timber framing and heavy timber carpentry work, guiding and inspiring project participants and volunteers in the completion of assigned components. The instructor team works alongside other participants, teaching by example.

The Lead Instructor serves as a contractor and an agent of the Timber Framers Guild, assists the Project Manager, and leads the instructor team during the pre-event planning and on-site phases of the project. Please refer to the division of tasks list for interactions with other team members.

Specific Job Description

- Reports to the Project Manager.
- Is the leader of the instructor team and the volunteer crew and allows the project manager to be more oversight than hands-on during the event.
- Ensures safe and high-quality leadership and instruction of all project participants.

Throughout the Life of the Project:

- Attends regular project meetings via teleconference.
- Develops and maintains a thorough understanding of the project's scope, budget, and schedule.
- Fosters educational and personal growth opportunities for all team members and participants.
- Supports implementation of the project budget, scope, and schedule.
- Fosters the sense of traditional TFG XC (exuberant camaraderie) with team and 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 TFG volunteers and staff.
- Uses TFG Dropbox file storage as repository for all project information.

Prior to the Main Event:

- Provides review and comment on the project drawings, materials lists, and tool lists.
- Development of Project Method Statement (including raising plan, fall protection plan, emergency response plan, etc).
- Attends conference calls of increasing frequency as the event draws near.
- Communicates with TFG staff and participants to ensure that they have sufficient information prior to the event.

During the Event:

- Has as his/her/their first priority the safety and health of participants.
- Holds daily meetings with the 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 project goals).

- Leads daily meetings and briefings on-site for all participants (typically at the beginning and end of each day).
- Provides information to the Project Manager regarding procurement of tools, materials, and equipment.
- Ensures that all TFG staff and volunteers are adequately trained to perform any job that is required of them, safely and effectively.
- Ensures that all TFG staff and volunteers comply with applicable federal, state/provincial, and local health and safety legislation at all times during the project.
- Co-responsibility with the Project Manager in assuring that the Guild's Diversity policy, Code of Conduct, and other appropriate policies are being followed.

Upon Conclusion of the Event:

- File formal report, receipts, and personal invoice (when applicable) in less than 10 days following completion of the event.
- Provide all information required by staff for the Project Manual.

Qualifications:

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

- Candidate is a professional timber framer.
- Candidate must have a minimum of two consecutive years' employment in the field, specifically as a carpenter for heavy timber construction, and a minimum of 5 years in the construction industry.
- Candidate must submit a job history relating to projects and his/her/their role in them within the past three years.
- Candidate must provide three references from within the timber frame industry.
- Candidate is a member in good standing of the Timber Framers Guild and has been a Guild member for at least two years.
- Candidate must have participated as an instructor on at least one other TFG project.
- Candidate must have a great attitude and a grasp of the big picture elements of TFG projects.
- Candidate must show evidence of a commercial liability policy in effect.
- Provide a full tool kit.

Applications for instructor positions will be accepted via email; please submit all inquiries and applications to TFG's Community Building Projects Program Director Steve Lawrence (projects@tfguild.org) and Communications Director Allison Aurand (allison@tfguild.org).

Questions? Contact the Guild office at info@tfguild.org.