



## **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 Instructor serves as a contractor and an agent of the Timber Framers Guild and assists 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.

### **Qualifications:**

In order to be eligible for selection as a Timber Framers Guild 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 three years in the construction industry.
- Candidate must submit a job history relating to projects and their role in them within the past three years.
- Candidate must provide three 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 Guild member for at least two years.
- Candidate must show evidence of a commercial liability insurance policy in effect.
- Provide a full tool kit and be willing to share with others.

### **New Instructors:**

Those who want to instruct but do not have the requisite experience may apply as new Instructors. All qualifications apply aside from the requirement to provide three references for a supervisory position from within the timber frame industry.

### **Specific Job Description**

- Reports to the Lead Instructor.
- Is directly responsible for the successful execution of a specific Community Building Project.
- Provides leadership to the volunteer crew to ensure safe and high-quality leadership and instruction of all project participants.

### **Throughout the Life of the Project:**

- Attends weekly 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 participants.

- Ensures that the Guild’s Diversity policy, Code of Conduct, and other appropriate policies are being followed.
- 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 Google Drive file storage as repository for all project information.

#### **Prior to the Main Event:**

- Review and fully understand the project drawings, materials lists, and tool lists.
- Provide critical review and comments for development of shop drawings
- Review and fully understand the Project Method Statement (including raising plan, fall protection plan, safety plan, etc).
- Attends weekly conference calls and plays an active role in the planning of the instructional content and successful completion of the project. Ensure the CBP checklist is completed.
- Communicates with TFG staff and participants to ensure that they have sufficient information prior to the event.

#### **During the Event:**

- Has as their first priority the safety and health of participants.
- Attend the project site at least one full day ahead of the event start and possibly for several days after the event if completion of the frame is not achieved in the timeline planned.
- Attends daily meetings with the instructor team to make work plans and allocate volunteer resources (typically at the start and end of each day, but always as required to maintain clarity of purpose for all participants and effective allocation of work toward project goals).
- Attends daily meetings and briefings on-site for all participants (typically at the beginning of each day).
- Provides information to the Lead Instructor regarding procurement of tools, materials, and equipment.
- Ensures that all 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 TFG policies as well as federal, state/provincial, and local health and safety legislation at all times during the project.
- Ensure the TFG tools are well cared for and stored each day and at completion.

#### **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 the Lead Instructor.

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](mailto:projects@tfguild.org)) and Communications Director Allison Aurand ([allison@tfguild.org](mailto:allison@tfguild.org)).  
 Questions? Contact the Guild office at [info@tfguild.org](mailto:info@tfguild.org).

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