



## **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.

### **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 their role in them within the past three years.
- Candidate must have a minimum of two years experience in a leadership or supervisory position.
- Candidate must provide three references for a supervisory position 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 and be willing to share with others.

### **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 weekly project meetings via teleconference. Supports the Project Manager in preparing agendas.
- 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.

- Ensures that the Guild’s Code of Conduct, guidelines and other appropriate policies are understood by the instructor and volunteer teams and being followed.
- Supports implementation of the project budget, scope, and schedule.
- Serves as the leader of the instructor and volunteer team in all practical aspects of the performance of the work
- 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:**

- Provides review and comment on the project drawings, materials lists, and tool lists.
- Coordinates instructor comments and feedback on shop drawings with the designer.
- Supports designer in developing shop drawings to issue for construction
- Development of Project Method Statement (including raising plan, safety plan and risk assessment).
- Supports procurement by providing materials lists
- Attends weekly conference calls, leading work planning agenda items, delegating tasks to the instructor team and following up to ensure completion of the tasks checklist.
- 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.
- Holds 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).
- Leads daily meetings and briefings on-site for volunteers (typically at the beginning of each day).
- Acts as principal interface with the instructor and volunteers
- 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.
- Ensure the materials owned by others are properly cared for and the toolbox and other TFG-owned materials are properly cared for and are ready for immediate use at the subsequent event.
- Ensure the TFG toolbox and other TFG-owned materials are present and ready for use at subsequent events.

#### **Upon Conclusion of the Event:**

- Develop punch list and ensure completion.
- File formal report, receipts, and personal invoice (when applicable) in less than 10 days following completion of the event.

- Participate in a debrief meeting with the instructor team, staff and Program Director.
- Provide all information required by staff for the Project Manual.

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).