



## **Community Building Project Instructor Job Description & Qualifications**

The instructor team provides educational leadership in timber framing 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 Instructor team during the pre- event planning and on site phases of the project. Please refer to the division of task list for interaction with other team members.

### **Specific Job Description**

- Reports to the Lead Instructor.
- Is directly responsible for the successful execution of a specific CBP.
- Provides leadership to the Volunteer 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, Budget, and Schedule.
- Fosters the educational and personal growth opportunities for volunteer 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 TFG volunteers and staff.
- Use Basecamp website project management tool for milestone, task, schedule management and repository for drawings and budget information.

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

- Review and fully understand the Project drawings, materials lists, and tool lists.
- Review and fully understand the Method Statement (including raising plan, fall protection plan, emergency response plan, etc.).
- Attends conference calls of increasing frequency as the Event draws near.
- Communicate with TFG staff and participants to ensure that they have sufficient information prior to the event.

### **During the Event:**

- Has as his/her 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 and end 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 and Federal, State (Provincial), and local Health and Safety legislation at all times during the project.

#### **After the Event:**

- File a formal report, receipts, and personal invoice (when applicable) in less than ten (10) days following completion of the Event.
- Provides all information required by the Lead Instructor.

#### **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 three (3) years in the construction industry.
- The Candidate must submit a job history relating to projects and his/her role in them within the past three (3) years.
- The Candidate must provide three (3) 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 show evidence of a commercial liability policy in effect.

#### **Rookie Instructors:**

Those who want to instruct but do not have the required experience may apply as Rookie Instructor and this position will waive the following instructor. All other qualifications will apply.

The Candidate must provide three (3) references from within the timber frame industry for the position of crew leader, supervisor, or similar position.