



Community Building Project Lead 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.

The **Lead** Instructor serves as a contractor and an agent of the Timber Framers Guild, assists the project director, 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 interaction with other team members.

Specific Job Description

- Reports to the Project Director.
- Is the leader of the instructor team participant crew and allows the project director to be remote from the work-site during the event.
- Ensures safe and high-quality leadership and instruction for 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 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.
- Uses TFG Dropbox file storage as repository for all project information.

Prior to the Event:

- Provides review and comment on the Project drawings, materials lists, and tool lists.
- Develops a detailed written work plan and educational modules and shares them with workshop participants to guide the team.
- Develops the project 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.
- Holds 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).
- Leads daily meetings and briefings on-site for all participants (typically at the beginning and end of each day).
- Provides information to the Project Director 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.
- Co-responsibility with the project director in assuring that TFG's diversity policy, code of conduct, and other appropriate policies are being followed.

After the Event:

- File a formal report, receipts, and invoice fewer than ten (10) days following completion of the Event.
- Provides all information required by the Project Director.

Qualifications:

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

- The Candidate is a professional timber frame conservator.
- The Candidate must have a minimum of two (2) consecutive years' employment in the field, specifically as a carpenter for heavy timber conservation and minimum five (5) years in the timber framing industry.
- The Candidate must submit a brief job history relating to projects and his/her role in them within the past three (3) years.
- The Candidate must provide two (2) references from within the timber frame conservation 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.