Training Coordinator
Job Description

The Training Coordinator shall maintain the following certifications:

- Minimum of State of Connecticut EMT certification
- Current State of Connecticut EMS Instructor certification
- Current AHA for the Healthcare provider
- Current AHA or ARC CPR Instructor certification
- Emergency Vehicle Operator certification or equivalent
- State of Connecticut Driver’s License
- Hazardous Material Awareness
- NIMS 100, 200, 700 and 800

Educational / Experience Requirements: (Preferred)

- BA/BS Degree in Education, Emergency Management, Public Safety Related, or Business Administration program.
- Minimum five years of involvement in EMS.
- Minimum three years of experience as active lead instructor.

Knowledge, Skills and Abilities:

- Proficient in MS Office programs including but not limited to: Word, PowerPoint and Excel.
- Organized and able to work on multiple projects at one time.
- Able to communicate effectively through written and verbal means
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to operate standard office equipment, including but not limited to: computers, telephone systems, calculators, copiers, and facsimile machines.
- Ability to operate standard ambulance equipment including but not limited to: vehicle, stretcher, and stair chair.
- Ability to work and operate equipment on BLS ambulance.
Duties/Responsibilities shall be but not limited to:

- Required to maintain normal business office hours between 8AM – 6PM to total 20-40 hours per week (flexible depending on active training classes and needs).
- Will serve as crew member on the ambulance during scheduled office hours as needed.
- Provide monthly, quarterly and annual training classes for all employees and members.
- Develop, coordinate and promote outside training activities such as CPR/AED classes for laypersons and professional rescuer, EMT recertification classes, EMT initial training classes, advanced EMT classes, Safe-Sitter programs and any other classes that fit the dynamic of Seymour Ambulance Association.
- Serve as lead instructor, ensuring proper teaching coverage is met. Including teaching said classes as needed, i.e. EMT, EMR, CPR, refresher classes.
- Oversee part time/per diem instructors.
- Maintain accurate records for and conduct regular evaluations of part time/per diem instructors.
- Market and promote SAA’s training programs via our website, social media and other means deemed appropriate.
- Assist management with additional training requirements as needed.
- Develop and implement dynamic training programs as necessary to ensure the continuing education and safety of SAA personnel.
- Serve as a liaison between our sponsor hospital and SAA.
- Present monthly report to the Executive Director/Chief identifying financial status of SAA training center and upcoming events/trainings.
- Cover open shifts on the ambulance as an EMT as needed by the Chief or Deputy Chief.
- Be responsible for the general oversee of the Seymour Ambulance Association training center and all training related to SAA membership.
- Adhere to budget restrictions and requirements set forth by management.
- Other duties and objectives assigned by the Executive Director.
General Oversight

The SAA Training Coordinator shall perform these duties and responsibilities with regard to the general overhead and activities of SAA:

- Required to abide by the agreed upon Code of Ethics.
- Report to the Executive Director/Chief or his/her designee.
- Maintain a positive working relationship with members and staff.
- Participate with other outside organizations or committees, seminars, and training events where appropriate, that may assist SAA in working toward its mission.
- Attend 50% of Board of Directors and Membership meetings unless authorized by the Executive Director.
- Maintain an orderly workspace and appearance.

Seymour Ambulance Association, Inc. is an equal opportunity employer and we will not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.