

Chugiak Volunteer Fire and Rescue Co., Inc.

Position Description

Training Coordinator

JOB SUMMARY

Under the direction of the Fire Chief, the Training Coordinator evaluates needs and resources, designs training programs, and coordinates classes and instructors. He/she coordinates all training records and the activities associated with the development and delivery of the many classes offered at the department; coordinates with the EMS Medical Director; and serves as a resource for educational, technical and general information within CVFRD. He/she is actively involved in planning, knowledgeable in the areas of compliance and guidelines, as well as in Fire and EMS trends.

DUTIES

1. Coordinates all new recruit, company officer, emergency vehicle operations, basic firefighter, firefighter I and II, emergency trauma technician, EMT I, II and III training, and ongoing continuing education programs. The coordination and oversight of these programs shall include but is not limited to scheduling, implementing training academies and training sessions.
2. Responsible for setting up and maintaining current training files and records for the entire department.
3. Ensures compliance with generally accepted standards, operational requirements, or recommendations related to Fire and EMS in the Municipality, the State of Alaska, as well as those federally mandated, i.e.: OSHA, ISO, NFPA, etc.
4. Coordinates training activities with the EMS Medical Director.
5. Develops and maintains a list of interested and skilled instructors.
6. Identifies skills development needs and coordinates training and professional development programs internally, and with other agencies, state, and regional organizations.
7. Develops and coordinates activities associated with training such as initiating and scheduling classes, lectures, drills, and providing educational materials and equipment.
8. Assigns and monitors work of instructors for educational effectiveness and quality assurance.

9. Assists the Administrative Specialist in answering office telephones and is fluent in responses to common issues and questions, both internal and external.
10. Keeps abreast of fire and EMS training practices and informs the chief of changes or developments.
11. Maintains all certifications and licenses required for the position.
12. Conduct new member orientations.
13. Function as the American Heart Association Training Center Faculty.
14. Maintain EMS QA\QI program.
15. Perform respirator fit test and maintain documentation.
16. Manage training incentive program.
17. Other duties as assigned by the Chief.

QUALIFICATIONS

- High school graduate or GED equivalent
- Currently certified Firefighter II
- Currently certified Advanced Life Support provider (EMT-II minimum, III or MICP preferred)
- Currently certified Fire Instructor I (eligible for FFI-II within one year)
- Currently certified EMT Instructor (or eligible for that certification within one year)
- Minimum of three years fire fighting experience
- Minimum of three years emergency medical experience
- Minimum of three years experience teaching fire and/or EMS
- Strong organizational skills
- Strong oral and written communication skills
- Ability to work with a wide variety of responders with varied levels of training
- Experience with volunteer organizations preferred
- Current Alaska Driver's License
- Clean driving and criminal background records

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires sitting for long periods of time.

- Requires the physical ability to climb stairs and perform bending, kneeling, stretching and carrying supplies and/or equipment.
- Requires the ability to occasionally lift and carry items weighing 35-50 pounds.
- Requires the routine use of telephone and office machines.
- Requires manual dexterity for use of computer and keyboard.
- Requires ability to drive company vehicles.
- Requires corrected vision and hearing to normal range.