



180 Prosperity Drive, Suite 1
Winchester, VA 22602
(540) 665-0014
www.lfems.vaems.org
lfems@vaems.org

Recruitment Announcement

AHA Training Center Coordinator

The Lord Fairfax EMS Council is seeking qualified applicants for the position of AHA Training Center Coordinator. This position is responsible for developing, coordinating, and monitoring the Council's AHA BLS Training Center. Duties include but are not limited to planning, marketing, and conducting CPR, First Aid, AED courses along with all other AHA related classes offered by the Council; supervision of all AHA instructors under the Council's Training Center, monitoring of all courses to ensure quality classes are being conducted; maintenance & inventory of the Training Center's equipment, supervision of the Center's per diem instructors, and attending classes and meetings within the Council's 6 jurisdictions as needed. This position will be a flexible part-time position working between 20-25 hours per week and will include some evenings & weekends.

Desirable qualifications include Certification as an American Heart Association (AHA) BLS Instructor with a minimum of two years CPR instructional experience (or other equivalent teaching experience); the ability to attain appointment as an AHA BLS Training Center Faculty within one year of employment; possess the knowledge and skills of a high school graduate and be proficient in oral and written communications skills; ability to plan, organize and coordinate assigned activities efficiently, effectively, & independently; the ability to establish and maintain effective working relationships with medical professional, lay instructors and the public; and the ability to effectively promote and market the program.

The Lord Fairfax EMS Council is a 501(c)3 non-profit organization that provides coordination, training, and support activities for the regional EMS system that includes all localities within planning district 7 within the Commonwealth of VA. The Council acts as a liaison between local stakeholders and the Virginia Office of EMS.

Interested applicants should apply thru Indeed.com by clicking [here](#). The deadline is 8am, Monday, April 23, 2018.

The Lord Fairfax EMS Council is an Equal Opportunity Employer.