

VIRGINIA ASSOCIATION OF FIRST RESPONDERS

TRAINING DEPARTMENT

JOB DESCRIPTION

Course Coordinator (CC)

Reports To: Division Manager

GENERAL STATEMENT OF DUTIES

The Course Coordinator assist the Division Manager in coordinator of the training program in their assigned course. The Course Coordinator also trains new instructors and ensures all current instructors maintain competency. The position is appointed by the Training Officer for a one (1) year term with the assistance of the Division Manager.

ESSENTIAL JOB FUNCTIONS

1. Assist the Division Manager in coordination of training in their assigned course.
2. Develops a process and course for new instructors who are interested in their assigned discipline.
3. Conducts an instructor update to ensure current instructors maintain competency.
4. Serves as a resource for VAFR Instructor Trainers and Instructors.
5. Ensures the materials and visual aids for their assigned course are up to date and accurate.
6. Conduct announced and unannounced performance review of instructors within their assigned course.
7. Prepare an annual division budget proposal to send to the Division Manager for approval.
8. Notifies the Division Manager of any complaint or issue with an Instructor Trainer or Instructor.
9. Other duties as assigned.

POSITION REQUIREMENTS / PREFERENCES

Preferred Experience:

1. Five years of EMS experience.
2. Five years of experience as a VAFR Instructor
3. Demonstrated experience teaching adult learners, especially in EMS related courses.

Certifications / Licenses:

1. Required: Current VAFR Methods of Instruction or Equivalency
2. Required: Current VAFR Instructor in their assigned course.

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3. Preferred: Current Virginia OEMS certification as an Emergency Medical Technician or higher
4. Preferred: Current Emergency Vehicle Operator Certification

Knowledge, Skills and Abilities:

1. Knowledge of association bylaws.
2. Knowledge of association training policies and procedures.
3. Excellent interpersonal skills.
4. Ability to maintain information in strict confidence.
5. Ability to provide appropriate and effective feedback to students and other EMS providers.
6. Proficient in computer usage, including programs used by the association.
7. Must possess exceptional organizational skills.

Supervisory Responsibilities:

1. Supervises Instructor Trainers and Instructors within their assigned course.
2. Disciplinary Authority – Suspension or Removal of Instructor Trainer or Instructor Status pending further investigation by the Division Manager.

TRAINING DEPARTMENT PHILOSOPHY ON OFFICER PERFORMANCE

We are an association that is inclusive of volunteers and staff agencies. We recognize the important roles and contributions that both volunteers and staff perform in making this association successful. We are extremely grateful to those who have chosen to volunteer their time and efforts through the added responsibility of holding an office. Achieving the department's goals and objectives requires strong performance by officers. From this standpoint it is irrelevant whether an officer is an employee of their department or a volunteer. We expect high standards of performance in an officer's assigned work and in return will give them the best support and supervision we can. If an officer's performance is not satisfactory the President or the Board of Governors reserves the right to remove them from that office.

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