

VIRGINIA ASSOCIATION OF FIRST RESPONDERS

TRAINING DEPARTMENT

JOB DESCRIPTION

Division Manager (DM)

Reports To: Training Officer

GENERAL STATEMENT OF DUTIES

The Division Manager oversees and coordinates training within their assigned division in conjunction with the Training Officer and Course Coordinators. The position is appointed by the Training Officer for a one (1) year term.

ESSENTIAL JOB FUNCTIONS

1. Serve as a voting member on the Training Committee.
2. Recommends Course Coordinators within their division to the Training Officer.
3. Provide the Training Officer with a quarterly report on an overview of their division.
4. Prepare an annual division budget proposal to send to the Training Officer for approval.
5. Ensure course materials and visual aids are updated and accurate.
6. Schedule annual instructor updates for their division in conjunction with Course Coordinators.
7. Develop a process for instructorship within their division.
8. Assist in maintaining and securing any training equipment owned by or under the control of the Association.
9. Notify the Training Officer of any complaint or issue with a Course Coordinator, Instructor Trainer, or Instructor
10. Conduct a biennial review of all division instructors.
11. Oversee succession planning of Course Coordinators.
12. Other duties as assigned.

POSITION REQUIREMENTS / PREFERENCES

Preferred Experience:

1. Five years of EMS experience.
2. Experience as a Course Coordinator

Position Description: Division Manager

Certifications / Licenses:

1. Required: Current VAFR Instructor
2. Preferred: Current Virginia OEMS certification as an Emergency Medical Technician or higher
3. 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 Course Coordinators within their assigned division.
2. Disciplinary Authority – Suspension or Removal of Course Coordinator, Instructor Trainer or Instructor Status pending further investigation by the Training Officer.

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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