

VIRGINIA ASSOCIATION OF FIRST RESPONDERS

TRAINING DEPARTMENT

JOB DESCRIPTION

Instructor Trainer (IT)

Reports To: Course Coordinator

GENERAL STATEMENT OF DUTIES

The Instructor Trainer assist the Course Coordinator in coordination of VAFR training programs in their assigned District. The Instructor Trainer also monitors new instructors and ensures current instructors in their assigned region to maintain competency. The Course Coordinator recommends the position to the Training Officer.

ESSENTIAL JOB FUNCTIONS

1. Assist the Course Coordinator in coordination of training.
2. Assist the Course Coordinator in developing a process and course for new instructors.
3. Conduct announced and unannounced performance review of instructors within their assigned course.
4. Serves as a resource for Instructors within their assigned course.
5. Notifies the Course Coordinator of any complaint or issue with an Instructor.
6. Other duties as assigned.

POSITION REQUIREMENTS / PREFERENCES

Preferred Experience:

1. Two years of EMS experience.
2. Two 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.
3. Preferred: Current Virginia OEMS certification as an Emergency Medical Technician or higher
4. Preferred: Current Emergency Vehicle Operator Certification

Position Description: Instructor Trainer

Last Revised: 01/2026

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 Instructors within their assigned District.

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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