

VIRGINIA ASSOCIATION OF FIRST RESPONDERS

TRAINING DEPARTMENT

JOB DESCRIPTION

Training Officer

Reports To: President

GENERAL STATEMENT OF DUTIES

The Training Officer coordinates training at the state level in conjunction with the Training Coordinator. The position is elected by the Board of Governors (BOGs) for a one (1) year term.

ESSENTIAL JOB FUNCTIONS

1. Serve as a voting member on the Executive, Rescue College, Finance, and Convention Committees.
2. Appoint Division Managers and approve the selection of Course Coordinators.
3. Chair a Training Committee, consisting of the Division Managers, Rescue College Chair, and Training Coordinator, and hold at least two (2) meetings per year.
4. Approve all course request, instructor updates, and expenses incurred by the training program.
5. Provide the BOGs with an annual report on an overview of the training program, including list of Division Managers, Course Coordinators, courses taught, and future plans.
6. Assist in maintaining and securing any training equipment owned by or under the control of the Association.
7. Oversee succession planning of the Division Mangers.
8. Assist the Executive Director in selection and job description updates of the Training Coordinator.
9. Review and update training policies and procedures annually.
10. Review and update training portion of the website annually.
11. Other duties as assigned.

POSITION REQUIREMENTS / PREFERENCES

Preferred Experience:

1. Five years of EMS experience.

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2. Experience as an agency preceptor or leader.
3. Demonstrated experience teaching adult learners, especially in EMS related courses.
4. EMT level or higher.

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 Division Managers within their assigned division.
2. Disciplinary Authority – Suspension or Removal of Division Manager, Course Coordinator, Instructor Trainer, or Instructor status.

Additional Requirements:

1. Must attend a new officer orientation within 90 days of taking office.

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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