



<b>DATE</b>	July 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

**JOB TITLE:** CPR Program Manager  
**DEPARTMENT/DIVISION:** Fire  
**REPORTS TO:** Battalion Chief

**SUMMARY:** Responsible for maintaining American Heart Association (AHA) Training Center and managing all matters of compliance with AHA guidelines, managing training of all CPR instructors both uniformed and volunteer, maintaining CPR Program training equipment, and assisting with marketing of the CPR program. Will participate as a member of the region's Sudden Cardiac Arrest Survival Advisory Board. Must be a self-initiator who works closely with CPR Program Director.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as the Training Center Coordinator for the City of Carrollton's AHA Training Center, known as Emergency Medical Education, and reviews AHA guidelines for all Training Sites to ensure compliance.
- Manage relationship with all Training Site Coordinators under the purview of our Training Center.
- Train CPR instructors and oversee CPR instructor training program.
- Evaluate effectiveness of the city's CPR program and develop plans for improvement.
- Foster relationship with AHA representatives from national and local Dallas offices.
- Work directly with the region's Sudden Cardiac Arrest Survival Advisory Board to further CPR education in the public forum.
- Research cardiac arrest survival to bring new insight and initiatives to the organization.
- Contribute to marketing efforts of the program.
- Report weekly to and perform other duties as assigned by CPR Program Director.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Manage training of instructors within CFR's CPR Program underneath direction of CPR Program Director.
- Contribute to marketing and growth of the program's training reach.
- Assist in developing and maintaining the CPR operating budget & influence purchasing priorities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of applicable rules and regulations pertaining to a CPR public education program and the American Heart Association
- Knowledge of continuous quality improvement practices relative to community risk reduction programs
- Skilled in scheduling and coordinating training sessions
- Ability to speak in public and lead training of large groups of people
- Ability to conduct internal/external documentation compliance audits
- Skilled in preparing clear and concise reports including both oral and written forms

- Skilled in gathering and analyzing information and making recommendations based on new research in support of organizational goals
- Skilled in applying independent judgment, personal discretion, and resourcefulness to achieve program goals
- Able to communicate effectively with a variety of individuals across different local, state, and national agencies and organizations
- Basic knowledge of Microsoft Office programs to include Outlook, Word, Excel, and Power Point

**MINIMUM QUALIFICATIONS:**

- Current Instructor Trainer certification in AHA BLS Provider CPR
- Experience with Microsoft Office especially with Excel data entry
- Possess a valid TX class C driver's license

**PREFERENCES:**

- Three to five years of experience with AHA Training Center or Training Site with working knowledge of AHA Training Center requirements and the AHA Program Administration Manual (PAM)
- Three to five years of experience in training CPR instructors

**WORKING CONDITIONS:**

- Frequent need for reaching, sitting, standing, walking, talking, seeing, hearing, squatting, kneeling, lifting, and manual dexterity
- Frequent kneeling on floor demonstrating CPR performance
- Work is typically performed primarily indoors at either the Gravley Center or at off-site locations within the City of Carrollton.

**CONDITIONS OF EMPLOYMENT:**

- This is a 1-year term position of employment. Must average no more than 16 hours per week on a rolling two-month basis for a maximum of 832 hours over one year from date of hire through end date of June 30, 2024.
- Not eligible for benefits.
- Must pass background/criminal history check.
- Must pass pre-employment drug test.
- Must pass motor vehicle records check.