



DATE	July 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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

SUMMARY: Responsible for maintaining American Heart Association training center requirements, managing CPR instructors and managing the CPR program. Responsible for ensuring compliance with all American Heart Association program requirements and for coordinating and taking an active role in Quality Improvement and Quality Assurance programs. Work requires limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Oversees and facilitates instructor training and documentation
- Conducts research on applicable educational topics. Organizes information and develops related training presentations.
- Evaluates effectiveness of training by preparing and organizing instructor evaluations given to students.
- Coordinates and manages volunteer instructor program.
- Reviews American Heart Association standards for the program and ensures those standards are maintained.
- Maintains inventory, schedule and maintenance on all city owned AEDs
- Responsible for marketing and growth of the program.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Directly supervises and oversees CFR's CPR instructor program.
- Directly supervises and oversees CFR's CPR volunteer instructor program.
- Assists in developing and maintaining the CPR budget to include responsibility for the cost recovery aspect of the program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft excel
- Knowledge of Microsoft word
- Knowledge of data entry
- Knowledge of applicable rules and regulations pertaining to the program and American Heart Association
- Knowledge of quality control techniques and practices
- Skilled in speaking in public
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in conducting paperwork audits
- Skilled in coordinating training sessions
- Skilled in preparing clear and concise reports, including oral and written reports.
- Skilled in gathering and analyzing information and making recommendations based on

findings and in support of organizational goals
Skilled in operating a computer and related software applications
Skilled in communicating effectively with a variety of individuals

MINIMUM QUALIFICATIONS:

One year experience in CPR training or EMS related field
Instructor certification in BLS CPR
Computer experience with Microsoft office and data entry
Possess a valid TX class C drivers license

PREFERENCES:

None.

WORKING CONDITIONS:

Frequent reaching, sitting, standing, walking, talking, seeing, hearing and manual dexterity.
Work is typically performed in both standard office and inside buildings.

CONDITIONS OF EMPLOYMENT:

Must pass pre-employment drug test.
Must pass background/criminal history check.
Must pass motor vehicle records check.