

## **Lay Responder Instructor Position Description      Coastal CPR & First Aid, LLC**

Coastal CPR & First Aid, LLC is a National American Heart Association (AHA) Training Center, an American Red Cross (ARC) Licensed Training Provider, and a Health and Safety Institute (HSI) Training Center providing lifesaving training.

**Job Title:** Per Diem Lay Responder Staff Instructor

**Classification:** Non-Exempt Part Time

**Job Overview:** Responsible for providing instruction and teach lay responder courses according to the guidelines and requirements of the AHA, ARC, or HSI. Position includes instruction, class set up, class clean up, equipment decontamination, and submitting course paperwork. Some travel to provide services to clients outside of the Training Center may be required. Evening and weekend availability is required.

### **Position responsibilities and duties:**

- Organizes and sets up course equipment for class.
- Sets up digital roster, greets course attendees, oversees sign-in, and collects course payments.
- Provides textbooks or collects course completion certificates.
- Instructs course following program guidelines utilizing course videos and program materials as required by each program.
- Ensures a safe and welcoming classroom environment
- Tests students as required, follows exam security protocols if needed.
- Disinfects all equipment used following decontamination policy, stores equipment.
- Cleans classroom after class.
- Completes roster and all required paperwork, submits paperwork digitally.
- Completes other tasks as required.

### **Qualifications:**

- Must hold current AHA Heartsaver certification or AHA Heartsaver Instructor certification or higher.
- Ability to speak confidently in front of a classroom as well as able to hear, understand, and respond to course participant questions.
- Physically able to perform and demonstrate the lifesaving skills of CPR AED, and First Aid.
- Ability to sit, stand, kneel, bend over, crouch, push, pull, and lift equipment bags/totes up to 40 pounds.
- If providing class to clients on location must have reliable transportation, a valid driver's license, and a clean driving record.
- Be able to pass a pre-employment screening background check.
- Must be enthusiastic, responsible, articulate, well-organized, and dependable.
- Must follow company ethics code, conflict of interest policy, and dress code.
- Flexible availability as classes are held during the day, evenings, and weekends.

### **Required Education and Experience:**

- Must be at least 18 years of age.
- Hold current AHA Heartsaver Certification or higher.
- Currently possess or able to obtain AHA Heartsaver Instructor certification within 60 days of hire.
- Currently possess or able to obtain ARC, HSI, or other instructor certification as needed within 60 days of hire.

### **AAP/EEO Statement**

Coastal CPR & First Aid, LLC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, veteran status, national origin, age, disability, or any other protected classification.