



Blue Ridge EMS Council will be accepting applications for the part-time position of Program Coordinator beginning Wednesday, December 13, 2017 until Friday, January 12, 2018; by close of business.

The position must be filled by March 1, 2018

Job description is attached and applicants should submit their resume, cover letter, and any letters of reference.

Applications will be accepted by mail or email. They may be hand delivered to the BREMS office as well. During the holiday season, please remember to call the BREMS office before dropping off the application. If applications are hand delivered they must be received by BREMS staff personnel.

Mail: Blue Ridge EMS Council  
Attn: Mary Kathryn Allen  
P.O. Box 2164  
Lynchburg, VA 24505

Email: Mary Kathryn Allen, Executive Director  
[mkallen@vaems.org](mailto:mkallen@vaems.org)

Deliver: Blue Ridge EMS Council  
Attn: Mary Kathryn Allen  
1900 Tate Springs Road, Suite 14  
Lynchburg, VA 24501



<b>Job title</b>	<i>Program Coordinator</i>
<b>Reports to</b>	<i>Executive Director</i>

### **SUMMARY OF POSITION**

The Regional Program Coordinator is a member of the professional staff and is responsible for reporting to the Executive Director. The Program Coordinator works with Training Coordinator for the education and training programs coordinated and provided by the Regional Council. They are responsible for identifying training/program needs in the region and develop regional education plans. The Program Coordinator is a part time position.

### **ESSENTIAL JOB FUNCTIONS**

- Map out annual training plans for the region.
- Develop training in reference to quality improvement areas, skills review and protocol updates/reviews. Work with the EMS Field Coordinator in related training areas.
- Conduct region wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Design, prepare and order educational aids/materials.
- Work with providers on ACLS HeartCode and CPR recertification.
- Conducts research on applicable educational topics.
- Other duties as assigned by the Executive Director.
- Assist the Executive Director with carrying out the functions and operational responsibilities of the BREMS Council.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Medical terminology;
- Emergency Medical Services practices, rules and regulations pertaining to Virginia EMS education, certification and recertification;
- Prehospital care principles;
- Knowledge of instructional strategies;
- Knowledge of adult learning theory;
- Quality control techniques and practices;
- Program management principles.

Skilled in:

- Developing and implementing educational training seminars, etc.;
- Operating a computer and related software applications;

- Researching and analyzing information and making recommendations based on findings and in support of organizational goals;
- Communicating effectively with a variety of individuals;
- Preparing reports, including oral, written, and audio/visual presentations;
- Coordinating training sessions;
- Developing applicable training collateral materials.

Ability to:

- Effectively and efficiently organize, plan, implement, and evaluate various projects and relationships with career and volunteer EMS providers, hospital administrative personnel and government officials;
- Maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments;
- Develop and maintain working relationships with council staff;
- Work with frequent interruptions and changes in priorities;
- Adapt to a flexible work schedule that will involve some night meetings and occasional weekends.

#### **MINIMUM QUALIFICATIONS**

- Associate's Degree and/or related field/education/experience with equal skills set. Three (3) years' experience as an ALS provider.
- Experience in teaching, training and/or program development experience.
- Must possess and maintain certification as a Virginia EMT-Paramedic/Intermediate and in good standing with the Virginia Office of EMS.
- Demonstrated competence in the use of Microsoft Word, Excel, PowerPoint and Access.
- Must possess and maintain a valid Virginia driver's license with a good driving record.

#### **PREFERRED REQUIREMENTS**

- Bachelor's Degree in education or a related field.
- Five (5) years' experience as a NREMT-Paramedic.
- Four (4) years' experience teaching, training and/or program development experience.
- Education Coordinator with the Virginia Office of EMS. Various Instructor status in Virginia EMS programs.
- Demonstrated experience and competence with performance improvement/quality assurance.
- Demonstrated experience in communicating effectively with a variety of individuals.

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*Blue Ridge EMS Council, Inc. (BREMS) is an Equal Opportunity Employer*