

Instructor I/II/III Special Interest (ARC)

\$17.00-\$20.00 DOQ; Part-Time Temporary position available (up to 28 hours/week).

James City County Parks and Recreation seeks an American Red Cross Certified CPR/First Aid Instructor to administer training and certifications in First Aid and Cardiopulmonary Resuscitation (CPR).

Responsibilities:

- Plan, implement, and conduct class/program activities as appropriate
- Prepare site for activity and ensures proper clean-up at end of each class/program; maintain rapport with site staff.
- Ensure class records are up-to-date and submitted at the conclusion of class/program; ensure class evaluations are handed out at the end of class/program; ensure class/program goals are met.
- Oversee proper use of facility, equipment, and supplies; establish and enforce class/program rules and policies for students.
- Ensure participant safety; reports all accidents, incidents, and disciplinary concerns to the supervisor.
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Requirements:

- Any combination of education and experience equivalent to a high school diploma supplemented by college course work in related field; and considerable training/instructing experience.
- Must be a certified ARC First Aid and CPR Trainer and able to bridge trainings to courses including but not limited to Community CPR, and Professional Rescuer.
- Must possess certification in First Aid and Cardiopulmonary Resuscitation (CPR) from the American Red Cross (ARC).
- Considerable knowledge of instructional procedures and practices.
- Skill in leadership (group and individual); teaching techniques, organizing time, and assessing participants' interests and capabilities; communicating both orally and in writing; group facilitation; dealing with difficult situations.
- Ability to work effectively with staff and the public; plan and direct training sessions; oversee work of others; generate interest of participants in class/program; break down subject matter to teach assigned skill groups.

Accepting applications until 11:59pm EST on 08/07/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>