



1010 W Northern Lights Blvd, Anchorage, AK 99503  
(907) 562-6449 FAX: (907) 562-9893 [www.sremsc.org](http://www.sremsc.org)

## **POSITION DESCRIPTION**

### **TRAINING CENTER COORDINATOR**

Salary Range 4 (\$21.99)

Full time, non-exempt

#### **RESPONSIBILITIES:**

Under the supervision of the Regional Training Manager, coordinates all aspects of the American Heart Association (AHA) Training Center activities including program marketing, contract instructors, contracting, instructing courses, and provides administrative and clerical support to other SREMSC staff and program aspects as needed. This position may require working occasional evenings or weekends for course instruction when necessary. Some travel may be required to perform site visits and instructor monitoring.

#### **DESCRIPTION OF DUTIES:**

- Coordinate all aspects of the AHA Training Center contract, including supporting the AHA training network, processing course rosters, issuance of cards, maintenance of database, records and inventory, submission of AHA Training Center reports and assisting instructors and potential students.
- Perform all AHA duties in a manner consistent with the current AHA Program Administration Manual (PAM). Maintain and update all AHA Instructor files, comply with all policies and procedures of the AHA.
- Maintain substantial working knowledge for the details of the AHA Training Center in relation to the AHA program administration manual, ensuring the ability to answer program questions and identify issues as they arise.
- Maintain and update all AHA Instructor files, complying with all policies and procedures of the American Heart Association.
- Contract with and oversee SREMSC AHA Training Sites. This includes bi-annual site reviews and evaluations.
- Market and contract AHA courses (BLS, Heartsaver, PALS, and ACLS, etc.) to community businesses and maintain related contracts.
- Teach AHA classes and perform skills checks as scheduling and instructor qualifications permit.
- Contract with instructors to teach in-house and contracted AHA courses as needed.
- Enter scheduled AHA classes in Enrollware and assign job codes for classes. Work with Resource Coordinator to have scheduled AHA classes posted on the website.

- Maintain all SREMSC AHA course files in hard copy and E-file and provide to the Regional Training Manager for review.
- Serve as Training Center Faculty in BLS and as qualifications permit -ACLS and PALS.
- Work with the Training Department to maintain AHA related training equipment, supplies and post course cleaning of equipment and supplies.
- Attend scheduled AHA meetings.
- Invoice billable services, process payments, write sales orders and purchase orders, maintain incoming and outgoing AHA inventory ensuring that outgoing materials are invoiced in a timely manner using the appropriate accounting system software.
- Maintain an inventory of AHA program materials and AHA resale items - (Books, cards, etc.), order and receive program materials from vendors as needed and process AHA resale orders. Perform a regular inventory of AHA resale stock.
- Provide back-up clerical and administrative duties for other staff members as needed Answers phones and assists customers when needed to maintain office coverage.
- Maintain the integrity, confidentiality, and security of all employment related materials.
- Maintain the security of all aspects of the State of Alaska EMT examinations and testing processes.
- Know how to perform opening and closing of the office per established procedures.
- Perform effective use of various computer applications and software to perform assigned work and special projects, such as Microsoft Office applications, Enrollware, accounting software, etc.
- Maintain all certification and licenses required for this position.
- Maintain a positive work atmosphere through effective interactions and communication with co-workers, customers, and management.
- Other special projects and duties as assigned.

## **QUALIFICATIONS AND ABILITIES**

- Minimum High School Diploma or equivalent required. Associates or bachelor's degree preferred.
- Current AHA-BLS Instructor
- AHA Instructor experience desirable but not required.
- Demonstrated three years at levels of increasing responsibility in administrative office work.
- Knowledge of and experience with Microsoft Office to include Access, Word, Excel, SharePoint, and Outlook. Knowledge of web-based applications such as Enrollware.

- Effective interpersonal skills to work in a small office environment.
- Strong interpersonal and communication skills, both oral and written.
- Strong customer service orientation.
- Ability to establish positive working relationships with diverse groups and individuals.
- Attention to detail is essential.
- Valid Alaska driver's license with clean driving record.
- Ability to pass background and past employment screening.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

	Occasionally	Frequently	Continuously
Sitting		X	
Standing		X	
Walking		X	
Bending Over		X	
Crawling			
Climbing (stairs or step stools)	X		
Reaching Overhead	X		
Crouching	X		
Kneeling	X		
Upward and downward flexion of neck			X
Fine finger dexterity			X
Bending, twisting at waist		X	
Balancing	X		
Pushing or pulling		X	
Light to moderate finger pressure to manipulate keyboards, equipment controls and other office equip.			X
Talking			X
Repetitive use of hands/arms			X
Repetitive use of legs		X	
Pinching and grasping			X
Lifting			
10 lbs. or less		X	
11 to 35 lbs.	X		
36 to 50 lbs.			
51 to 75 lbs.			
76 to 100 lbs.			
Over 100 lbs.			
Carrying			

10 lbs. or less		X	
11 to 35 lbs.	X		
36 to 50 lbs.			
51 to 75 lbs.			
76 to 100 lbs.			
Over 100 lbs.			

<b>VISUAL ACUITY</b>			
See in normal visual range with or without correction			X
Close vision to read computer screens, printed documents and operate equip.			X
Color vision		X	
Peripheral vision			X
Ability to adjust focus (to adjust the eye to bring an object/person into sharp focus)			X
No special vision requirements			
<b>HEARING</b>			
Hear in the normal audio range with or without correction			X
<b>MENTAL EFFORT</b>			
Thinking analytically			X
Communication:			
Using effective verbal communication			X
Using effective written communication			X
Handling stress and emotions		X	
Concentrating on tasks			X
Discriminating colors		X	
Remember details			X
Making decisions			X
Adjusting to changes			X
Examining and observing details			X
<b>ENVIRONMENTAL FACTORS</b>			
Inside			X
Outside	X		
Fluorescent lighting			X
Dust	X		
Sharp Objects/Tools	X		
Dirty	X		
Noise			X
Moving Mechanical Parts	X		
Working alone		X	
Working with others			X

