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| MSU-logo-2001 | JOB DESCRIPTION |

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| **Position Title:** | **Emergency First Response Team (EFRT) Assistant Director**  |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Vice-President (Administration) through the EFRT Director |
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| **Remuneration:** |  D3 |
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| **Hours of Work:** |  10-12 |

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| **General Scope of Duties** |
| The EFRT Assistant Director works closely with the volunteers, Executive Team and Director to manage the running of First Aid Courses. The Assistant Director will act as the liaison between and the McMaster community associated with the EFRT. In addition, the Assistant Director shall support other executive team coordinators in roles and responsibilities. The EFRT Assistant Director is responsible for coordinating the annual September recruitment in partnership with the training coordinator. The EFRT Assistant Director will perform the duties of the Director if they are absent. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | % | * Attend all EFRT Executive meetings, team meetings, and team trainings;
* Volunteer for shifts and monitor the executive radio;
* Enforce team protocol in accordance to the Operating Policy
* Organize recruitment and training of new candidates in September (this consists of interviews plus two weekends of orientation) with the help of the Training coordinator
* Work with the Public Relations Coordinator to recruit new applicants in September
* Assist the Program Director and executive team with daily functions of the team and help enforce team protocol
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| Financial & Budgeting Function  | % | * Prepare financial plans for First Aid program, set course revenue goals and submit them to the Program Director;
* Prepare timesheets for First Aid instructors and liaise with the MSU Accounting Department.
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| Communication Function  | % | * Communicate with MSU Accounting office to organize course dates and confirm registration
* Communicate with various First Aid partners in the community
* Be the team representative for the Association of Campus Emergency Response Team (ACERT)
* Inform relevant McMaster departments of the hours of operation for EFRT
* Keep the EFRT website up to date
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| Advertising & Promotions Function  | % | * Offer and run first aid courses to the McMaster community throughout the academic year.
* Participate in Welcome Week activities i.e. display tables, residence talks, etc
* Promote the EFRT to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week as well as Public Relations week (March)
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| Other  | % | * Order and liaise with Canadian Red Cross to ensure adequate course supplies
* Ensure all First Aid Courses are staffed and supplies are set up prior to course start
* Participate in transition for the incoming Coordinator
* Assist other Executive members as necessary
* Maintain professionalism while engaged in EFRT activities
* Review emergency call reports for quality assurance purposes
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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills are an asset
* EFRT resource knowledge required
* Ability to work effectively as an individual and within a team
* Leadership and supervisory skills are an asset
* Written and verbal communication skills required
* Commitment and dedication
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| **Effort & Responsibility** |
| * Judgment required to make decisions about EFRT’s First Aid program strategies
* Judgment required to make decisions when representing the team to the community
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| **Working Conditions** |
| * Some duties can be performed while in the office, on call additional work must be completed at home
* Support from other EFRT Executive and team members
* Time demands may exceed stated hours of work, some work over summer may be required
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| **Training and Experience** |
| * Previous experience with EFRT is required
* Emergency Medical Responder with CPR level HCP
* Previous leadership experience
* Standard First Aid and CPR Instructor Certification
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| **Equipment** |
| * Basic computer software use
* Knowledge of EFRT equipment including radio and first aid equipment
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