



Nederland Fire Protection District

650 Lower W 4th Street
PO Box 155
Nederland, CO 80466

POSITION TITLE: Education Coordinator
REPORTS TO: Fire Chief
EMPLOYMENT STATUS: Non-Exempt
DEPARTMENT: Education

This position description is established by the Board of Directors ("Board") of the Nederland Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the education coordinator. This position is "at-will," which means both the employee and the District have the right to terminate this employment at any time for any reason, with or without cause and with or without notice.

SUMMARY OF POSITION:

The Education Coordinator will assist with the coordination and delivery of activities related to medical training and certification for all NFPD EMRS, EMTs, and paramedics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following is a representative summary of the primary duties and responsibilities and is not intended to serve as a comprehensive list of all tasks performed. The Education Coordinator may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

ADMINISTRATIVE RESPONSIBILITIES:

- Oversee, coordinate, implement, and schedule EMS training and education programs.
- Recommend and assist in the implementation of medical training goals and objectives.
- Monitor medical training program performance, evaluate program effectiveness, and recommend and implement modifications as needed.
- Develop and provide classes for initial certification and renewing all required medical certifications for NFPD personnel.
- Assist with the development of training programs.
- Develop training materials, including lesson plans, class syllabi, learning objectives, and evaluations.
- Ensure NFPD EMRs, EMTs, and paramedics are provided with necessary CE hours in all required topics.
- Coordinate and provide initial EMR or EMT certification training for the NFPD recruits.
- Develop new and innovative methods for the delivery of prehospital EMS education.
- Participate in various EMS-related committees and represent the mission of NFPD.

Working Environment/Physical Requirements:

- This position requires work in office areas and fire station settings.
- The noise level in the work environment is usually quiet in office settings and moderate during daily work routines.
- This position will involve sedentary, repetitive administrative work in an office environment.



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- Walking short distances may be required occasionally.
- Ability to lift, move, and carry items more than 20 pounds (occasionally) and up to 10 pounds (frequently).
- Ability to stand, walk, sit, kneel, stoop/bend, lift, squat, push, pull, reach overhead, reach away from the body, and perform repetitive motions.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimum Job Qualifications:

- Must have a minimum of three (3) years of EMS experience
- Successfully pass a formal background check and MVR report with a safe driving record.
- High School diploma or GED
- Be eligible to work in the U.S.
- State of Colorado Paramedic
- CPR Instructor and training faculty

Preferred Qualifications:

- Associate's degree or equivalent experience.
- Five (5) years of EMS experience.
- State of Colorado Primary EMS instructor
- ACLS and PALS instructor and course director

The above statements listed in this job description are intended only to illustrate the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the organization and requirements of the job change.

ACCEPTANCE:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform these essential duties with or without reasonable accommodation.

Signature of Employee

Date

Signature of Fire Chief

Date