

ST. JOHN COUNCIL FOR ONTARIO POSITION DESCRIPTION

Position: Divisional Training Officer (volunteer)
Patient Care Provider Division

Reports To: Divisional Superintendent

Position Requirements: Experience in volunteer sector management and leadership development.
St. John Ambulance community service experience preferred.
Current information management experience e.g. computer skills
Excellent communication and interpersonal skills.
Solid organizational and problem-solving capabilities.
Minimum BTS Level 1 certification.
Knowledge of patient care competitions an asset.
Preparation and experience with adult education an asset.
Able to adapt to a flexible volunteer schedule.

Position Function:

To manage, support and facilitate Divisional Patient Care training initiatives.

Position Description:

Responsible for the implementation of training programs for Community Service volunteers, including programs targeted at health/patient care development/delivery, and membership development.

Provide coordination, assistance and support related to Community Service/Association training programs, training information management, membership development, training resources, and the assessment of training needs.

Responsible for the management and development of Divisional training personnel e.g. BTS instructors.

Participate in the activities of Provincial/District training personnel, including the monitoring (evaluation) of training initiatives.

Coordinate Divisional patient care certification initiatives, patient care competitions, and critical incident stress training.

Assist with the development and implementation of Divisional leadership initiatives.

Assist with the development of the Divisional Community Services budget as it relates to training and associated initiatives.

Maintain liaison with the District Training Officer, Divisional Community Services Staff and

Branch Training Staff, on training related issues.

Coordinate the development and distribution of Divisional training related communications and publications.

Other Duties:

Assist with the development and implementation of the Divisional Emergency Planning initiatives.

Actively participate as a member of, and ad hoc committees/working groups, as required.

Carry out other responsibilities as assigned by the Divisional Superintendent.

07/2001