

## **ST. JOHN COUNCIL FOR ONTARIO POSITION DESCRIPTION**

**Position:** District Training Officer (volunteer)

**Reports To:** District Commissioner

**Position Requirements:** Experience in volunteer sector management and leadership development.  
Three years of 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 and emergency planning an asset.  
Preparation and experience with adult education.  
Able to adapt to a flexible volunteer schedule and willingness to travel.

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### **Position Function:**

To manage, support and facilitate District Community Service 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 assistance and support to Divisional Training Officers 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 District Community Service training personnel e.g. BAP evaluators, including their recruitment, assessment, support and succession planning.

Coordinate, in conjunction with the Provincial Training Officer and the District Commissioner, the activities of District Community Service training personnel, including the monitoring (evaluation) of training initiatives.

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

Assist with the development and implementation of District Community Service leadership initiatives.

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

Maintain liaison with the Provincial Training Officer, District Community Service Staff and Branch Training Staff, on Community Service training related issues.

Coordinate the development and distribution of District Community Service training related communications and publications.

**Other Duties:**

Assist with the development and implementation of District 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 District Commissioner.