



JOB TITLE:	Instructor	POSITION CODE:	95/APE
DEPARTMENT:	APES	FLSA STATUS:	Non-exempt
REPORTS TO:	Director of Training & Education	HOURS:	Per Diem (as needed)

ESSENTIAL FUNCTIONS:

Participates in the development, delivery, and instruction of CPR, ACLS, BLS, PALS, or EMS topics as assigned and other related specialty training programs. To assist the Director of Training & Education and Coordinators in projects as deemed appropriate.

ADDITIONAL RESPONSIBILITIES:

- Instructs programs as assigned. If unavailable or unable to appear, makes notification in a timely manner.
- Arrives well prepared in advance of class starting time.
- Ensures that all equipment is set-up, returned, and in working order before the training begins and after completion of instruction.
- Follows all policies in Per-Diem Instructor Policy.
- Any other duties as directed by supervisor.

QUALIFICATIONS:

Excellent organizational skills and communication skills required. Intermediate working knowledge of Microsoft Windows 2000 or higher operating systems, including Microsoft Office.

**Please submit your Application to the Human Resources Department
prior to May 28, 2011.**