

**APPLE VALLEY FIRE PROTECTION DISTRICT  
JOB DESCRIPTION  
CPR/FIRST AID INSTRUCTOR  
(Part-time)**

**Revision #**

**Date:** 6/18/2008

**Approved By:** *Signature on File*

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**Reports to:** Training Center Faculty

**Supervisory Position:** No    **PFA:** No    **Safety:** No    **FLSA Exempt:** No

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**General Position Description**

Under general supervision, the CPR/First Aid Instructor will provide American Heart Association Basic Life Support training to the general public and special interest groups as needed.

**Principle Duties and Responsibilities**

- Maintain Basic Life Support Instructor status in good standing with American Heart Association and Apple Valley Fire District Training Center (training to be provided by the District if necessary).
- Availability to teach a minimum of six (6) classes per calendar year.
- Availability to teach on weekdays, evenings and/or weekends, as necessary.
- Prepare the classroom for instruction including set-up of tables/chairs, supplies and equipment.
- Operate multi-media equipment for use during instruction; including appropriate computer, projector and sound equipment.
- Clean manikins and re-usable equipment according to the policies of the Training Center; and re-arrange the classroom back to its original condition.
- Accurately complete forms/records for each student/class using the proper Training Center process.
- Attend a minimum of two (2) Instructor Meetings annually.
- Maintain current contact information for ease of assignment.
- Support for various CPR/First Aid projects as needed.

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- Application of problem-solving skills, as well as superior presentation and verbal communication skills.
- Ability to work without direct supervision.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.