**Create Healthy**

Job Description

**Job Title:** Training Center Coordinator / Faculty / CPR Instructor

**Position Summary:** Performs all tasks required by the AHA of the Training Center Coordinator (TCC) and Training Faculty (TF) as outlined in the PAM.

**Job Responsibilities:**

* Maintains Current BLS Instructor status with the AHA
* Attends required meetings, trainings and updates as required
* Handles the management and storage of records
* Is responsible for the security and distribution of course completion cards and exams to instructors and students
* Manages Instructors and Faculty and their alignment on Atlas
* Ensures instructors are current with information from the AHA, including Science Updates, Training Memos, Bulletins, and the ECC Beat
* Organizes and Conducts quality Instructor Essentials courses for new instructors as well as monitor, update, and coach current instructors
* Teaches CPR classes as needed

**Education & Experience:**

 Required: AHA BLS Instructor

 Preferred: 3 years teaching AHA courses

**Reporting Relationship**

Reports to: Wellness Center Director

Positions Supervised: none