



EMS Academy Coordinator Positional Plan

PART-TIME OPTION

To apply, email the following to HR@GoRescue.com:

- Resume / CV
- Current resume along with three paragraphs answering the following:
 - #1) in your own words the purpose of the EMSAC,
 - #2) why you believe you are the best candidate for this position, and
 - #3) how you plan to fulfill the duties of the position if selected.

For questions, please contact:

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Mission

To empower and equip people with lifesaving solutions by making their experience easy, engaging, and effective.

Vision

Deliver exceptional lifesaving solutions.

CORE Values

Honor God
Excellence in service
Balanced living
Stewardship through accountability

Motto

Lifesaving Made Easy TM

Position Objective

The EMS Academy Coordinator (EMSAC) plays an integral role in the daily operational efficiency, growth, and fulfillment of GoRescue's EMS Academy. This position exists to successfully coordinate, market, support, and grow the GoRescue EMS Academy. This is a part-time position supporting the needs of our company funded with a base hourly pay coupled with aggressive commission incentives.

Job Description

The EMSAC will focus on accomplishing the company's vision of sustainable growth through servant leadership, strong communications, and outreach. This position requires a business / entrepreneurial approach to our operations while using customer-centric strategies. An excellent command of EMS, EMS education and trends, technology, logistics, sales, administration, and customer service are foundational to this position. This position is tasked with fully supporting and serving the GoRescue EMS Academy via securing referral sources / agencies / students, recruiting EMS instructors, scheduling, curriculum development and enhancement, QA/QI, and additional duties as described. Additionally, this position champions the sales efforts (both direct and via referrals) for the GoRescue EMS Academy nationwide and is incentivized by growth.

Qualifications

This Coordinator-level role must be staffed by a competent and qualified professional able to make critical decisions, manage resources, lead people, and work as part of a dynamic, growing team. Accordingly, the minimum qualifications of a successful candidate follow this summary.

The ideal candidate should have the following:

- Deeply passionate about fulfilling the mission, vision, and values of company.
- Excellent communication and presentation skills.
- Current EMSP license in the State of Alabama (Paramedic preferred).
- NAEMSE Level 1 Instructor or equivalent (preferred).
- Associates degree or equivalent (preferred).
- Minimum of one (1) year as an active AHA BLS Instructor in good standing (preferred).
- Experience teaching or assisting with at least one (1) EMT class within the last twenty-four (24) months (preferred).
- Background in teaching, coaching, educating, or training (preferred).
- Must be willing and able to travel as needed on short notice.

- Must be willing and able to remain overnight (company-paid hotels) as needed on short notice.
- Must be able to maintain an office at the HQ.
- Ability to type a minimum of 45 WPM.
- Must be willing and able to successfully coordinate all aspects the EMS Academy, student recruitment, instructor recruitment, and retention efforts.
- Must be able to successfully manage and care for time, travel, scheduling, equipment, and vehicles.
- Must be able to work as needed by the company.
- Must have a safe driving history for the last three years.
- Proficient with instructional & sales tools.
- Ability to successfully communicate well with and present to internal and external stakeholders.
- Ability to manage multiple projects and client requests successfully and achieve project deadlines while meeting quality assurance standards.
- Ability to identify areas for improvement, develop an action plan for approval, and implement / execute plan for the benefit of the company and clients.
- Ability to apply knowledge, skills, and abilities to critically think-through and troubleshoot logistics, problems, and issues to a successful resolution.
- Excellent attention to detail.
- Excellent time management ability.

Priority Responsibilities

- Serve as EMS Academy Coordinator leading and executing all aspects of the EMS Academy, including but not limited to: course quality standards, instructor recruitment and development, student recruitment and retention, clinical rotation supervision, logistics, and scheduling of EMS Instructors alongside the Training Services Coordinator.
- Aggressively markets and promotes the EMS Academy by securing at least two (2) agency referrals monthly with minimum annual projections of at least ten (10) students each .
- Ensure each scheduled course meets or exceeds minimum recruitment criteria of seven (7) students per delivery.
- Applies for and maintains approval status and constant communication, updates, and reporting with BREMSS for all EMS courses as well as pass rates, etc.
- Conduct QA/QI activities both in the classroom and in the field during student clinicals.
- Fill-in / substitute for EMS Instructors as needed to ensure each

scheduled course is delivered.

- Interview, hire, and train EMS Instructors to meet program demands.
- Conduct final interviews of each interested EMS Academy applicant, ensure onboarding pre-course is completed.
- Refresh and enhance all EMS Academy programs as needed.

General Responsibilities (all personnel)

- New hire onboarding assistance.
- Be available to travel as needed for the benefit of the company.
- Be available to attend weekly, monthly, and bi-annual training, company meetings/activities as needed.
- Provide fresh ideas for the growth of our company.
- Attend exhibits / training-related functions as needed.
- Provide timely project fulfillment for any and all assigned projects.
- Provide regular status updates / reports to company leadership as requested.
- Assist on special projects as needed.

Reporting

The EMSAC reports directly to the National Training Services Director (NTSD). The NTSD will schedule the EMSAC as needed to fulfill company assignments alongside the Training Services Coordinator. As EMSAC, all EMS Instructors (EMSI) directly report to and are scheduled by the EMSAC. The EMSAC will closely collaborate with the CEO as visionary for the GoRescue EMS Academy.

Hours and Work Station

The EMSAC is initially allocated twenty (20) hours weekly for completion of EMSAC duties. This does not include EMSI classroom instructional hours. The EMSAC will ensure overtime is not incurred by himself or EMSI personnel during course deliveries unless pre-approved by the CEO.

The EMSAC will office and perform duties at the GoRescue HQ. Field work (i.e. agency contacts, meetings, and expos) will require work away from the HQ. As a part-time, hourly team member, the EMSAC will ensure primary operational hours align with GoRescue's normal business hours of 8:30AM – 4:30PM central time Monday – Friday CST. Ensuring all positional responsibilities are complete by deadlines may necessitate a variety of working hours as meeting deadlines and positional expectations is fully expected as part of this hourly position.

This position will check and respond to all inbound EMSAC messages, voicemails, and communications every business day to ensure appropriate correspondence and service levels are provided.

Additionally, the EMSAC will meet with the CEO and/or NTSD on a regular basis for in-service training, project development, enhanced collaboration, client support, etc., at the HQ or at a place of his or her choosing.

Goals

Attainment of these three (3) objectives are foundational to this position:

1. Provide 100% accurate fulfillment of EMSAC duties
2. Secure at least two (2) agency referral agreements monthly
3. Ensure course compliance and support

Compensation (cumulative package value of \$90,000+ when achieving plan)

The positional compensation plan is as a W-2 EMPLOYEE as follows:

- Competitive Hourly Pay for approved EMSAC duties
- One step merit raise after successful completion / coordination of first 16-Day or 30-Day Accelerate EMT course as EMSAC (considered completion of orientation period)
- Commission opportunities
- Aggressive EMS Academy Agency Referral Incentives (commission)
- Aggressive EMS Academy Course Completion Incentives (commission)

BENEFITS (effective immediately)

- Paid initial in-service training / orientation at HQ
- Company-issued computer / laptop / equipment / supplies
- Company-paid hotels and airfare for any pre-approved travel
- Company-issued credit card
- Professional development opportunities
- Training and certification on all disciplines / instructor with AHA, ARC, and HSI
- Company-issued AED and bleeding control kit
- \$25/month phone and technology stipend (\$600/yr benefit)
- Company-issued uniforms / apparel
- Company-provided Professional and General Liability Insurance
- Company-provided Workers Compensation Insurance
- 401(k) plan with up to 3% employer match

- 100% of equipment issued by company
- Annual Christmas Party
- Annual GoRescue Team Retreat
- CORE Award Incentives
- Unlimited FREE snacks and drinks at our Training Centers and HQ