



# Employment Opportunity

## CPR INSTRUCTOR

**Applications will be reviewed on an ongoing basis until position is filled.**



### District Profile:

Gig Harbor Fire & Medic One provides emergency medical services, fire suppression, and injury reduction and prevention services to an estimated population of 51,385, with 12,181 of its residents living within the city of Gig Harbor. The response area covers over 50 miles of shoreline including Fox and Raft Islands.

Gig Harbor Fire & Medic One has an opening for five (5) part-time CPR Instructors, with an **anticipated start date of 10/09/23**. The CPR Instructors, work under the general supervision of the Division Chief of Prevention, and are responsible for planning, coordinating teaching and instructing CPR courses for a variety of age groups, at various locations, using the American Safety and Health Institute standards (see attached job description for additional information). This is an ongoing, part-time (16-32 hours/month), not benefits eligible position and requires travel to different locations and schools throughout the Gig Harbor area. Due to the nature of the position, occasional evening and weekend hours may be required.

### Required Qualifications:

- High School Diploma or equivalent (GED).
- Minimum of 18 years of age.
- Current certification as an ASHI CPR/FA/AED Instructor, or able to obtain certification within 30 days of hire.
- Must have an maintain a valid Washington State Driver License and acceptable driving record.
- Ability to use personal transportation to drive to various work sites.

### Preferred Certifications/Experience

- Experience providing classroom instruction or speaking in front of an audience.
- One year of customer service experience.
- Basic computer knowledge of Microsoft Office Suite.

### Pre-Employment Requirements

- Pre-employment background check and drug testing required.

### Position Details

**FLSA Status:** Non-Exempt

**Represented:** Not represented.

#### **Salary & Benefits:**

- Hourly pay rate: \$22.00
- Not eligible for benefits.

***Gig Harbor Fire & Medic One is an equal employment opportunity employer and a tobacco-free workplace.***

# HOW TO APPLY

Email the required documents listed below to [hr@gigharborfire.org](mailto:hr@gigharborfire.org).

## REQUIRED DOCUMENTS

- Cover Letter
- Resume
- CPR Certifications, if applicable
- Applicant Contact Information Sheet (attached)
- Responses to the following questions. Please limit responses to one page per question.
  1. BRIEFLY describe what interests you about this opportunity and what you hope to accomplish in this position?
  2. Customer service is a core value of Gig Harbor Fire & Medic One. How would you provide and promote positive customer service, to co-workers and members of the community in the workplace?
  3. What are the most important attributes or skills that you believe you would bring to Gig Harbor Fire if we hired you?

## **Timeline of the hiring process:**

- Application Review: Ongoing
- Interviews: Anticipated September 18-29
- Anticipated start date: October 9, 2023 or later





**POSITION:**  
**CREATED:**  
**FLSA CLASSIFICATION:**  
**BARGAINING UNIT:**

CPR Instructor  
9/05/2023  
Non-Exempt  
Not Represented

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## **SUMMARY**

The CPR Instructor is responsible for planning, coordinating, and teaching American Safety and Health Institute courses. This is a temporary, part-time, not benefits eligible, on-site position.

Performance is evaluated through observation of daily activities, meetings, program effectiveness, the accuracy of information and reports, timeliness, and relations with citizens and district members. Due to the nature of the position, occasional evening and weekend hours may be required.

## **REPORTING RELATIONSHIPS**

This position reports to the Division Chief of Prevention, with supervision also provided by the Prevention Specialist.

## **ESSENTIAL DUTIES**

*The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Thorough knowledge and application of ASHI rescue skills and ability to teach said skills.
- Understands and is familiar with ASHI courses and is able to use course materials effectively.
- Teach and instruct classes, covering all required material, to varied ages of students and assist them in achieving certification.
- Adapt teaching approaches as needed for the appropriate age group, experience, and ability of participants, to ensure course objective can be met.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards and that materials and equipment are safe.
- Perform cleaning tasks after every class (such as cleaning mannequins and equipment).
- Use leadership and public relations skills to effectively perform duties.
- Effectively communication and use good decision-making skills.
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans.
- Understand and abide by all policies, procedures, rules, and regulations.
- Complete records and reports in a timely manner.
- Provide input on any aspect of the Safety Program.
- Attend meetings, in service trainings, and participate on committees as assigned.
- Travel between various worksites to fulfill the needs of the position.
- Perform other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of: CPR/AED comprehension and ability to learn about these topics in depth.
- Skilled in: Public speaking
- Ability to: Speak, read, write and communicate in the English language efficiently and effectively.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

### **Required**

- High School Diploma or equivalent (GED).
- Minimum of 18 years of age.
- Current certification as an ASHI CPR/FA/AED Instructor, or able to obtain certification within 30 days of hire.
- Must have and maintain a valid Washington State Driver License and acceptable driving record.
- Ability to use personal transportation to drive to various work sites.

### **Preferred**

- Experience with providing classroom instruction or speaking in front of an audience.
- One year of customer service experience.
- Basic computer knowledge of Microsoft Office Suite.

## **MACHINES, TOOLS, AND EQUIPMENT**

Typical business office machinery and equipment including but not limited to computers, software applications, telephone systems, copy machines, printers, fax, and other office equipment appropriate to the position. In addition, the CPR Instructor will operate AED trainers, Narcan Trainers, and Epi-Pen Trainer.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee:

- Regularly communicates over the telephone and in-person to individuals and groups.
- Is required to have sufficient visual and auditory ability to perform assigned tasks.
- Is frequently required to stand; walk; bend; reach with hands and arms; stoop, kneel, or crouch and use hands to touch, handle, or operate objects, controls or tools listed above.
- Occasionally lifts up to fifty (50) lbs.

## **WORKING CONDITIONS**

The working environment characteristics described here are representative of those an employee encounters while performing the principle accountabilities of this job.

Work is generally performed indoors in a clean, climate-controlled workspace. May be exposed to inclement weather if traveling to other District locations. The noise level in the work environment is normally quiet, but can be moderately noisy at times and when providing support at other District locations.

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.*



# Gig Harbor Fire & Medic One

## Applicant Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below in order for Gig Harbor Fire & Medic One representatives to contact you in the most efficient and confidential manner.

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Best time to call \_\_\_\_\_

How did you hear about this position?

- |   |  |
|---|--|
| <input type="checkbox"/> GHFMO Website      | <input type="checkbox"/> Public Safety Testing |
| <input type="checkbox"/> GHFMO Employee     | <input type="checkbox"/> Indeed.com            |
| <input type="checkbox"/> Facebook/Instagram | <input type="checkbox"/> Governmentjobs.com    |
| <input type="checkbox"/> LinkedIn           | <input type="checkbox"/> Word-of-mouth         |
| <input type="checkbox"/> Other _____        |  |

Notes/Comments: