

**HEALTH & SAFETY INSTRUCTOR  
Greater Toledo Area Chapter**

<b>Location</b>	<b>Greater Toledo Area American Red Cross</b>
<b>Position Title</b>	Health and Safety Instructor
<b>Purpose</b>	To instruct American Red Cross classes to community groups at the American Red Cross building and/or at community or corporate sites
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Organize class materials including video prior to class</li> <li>• Provide adequate supervision of teaching areas to ensure participant's health and safety</li> <li>• Administer practical skills</li> <li>• Must arrive to teaching site at least 30 minutes before class is to begin</li> <li>• Responsible for classroom participants, materials, and teaching schedule</li> <li>• Submit course records and evaluations according to American Red Cross standards</li> <li>• Promote and represent Red Cross services and opportunities</li> </ul>
<b>Relationships</b>	Health & Safety Services Operations Coordinator
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Exhibits a strong sense of accountability</li> <li>• Ability to work with diverse audiences</li> <li>• Ability to work well with people in groups, one-on-one, and in problem-solving situations</li> <li>• Excellent verbal and written communication skills</li> <li>• Past leadership experience or desire to develop leadership abilities</li> <li>• Ability to lift and transport equipment</li> <li>• Must provide own transportation to various community and corporate sites</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• American Red Cross CPR/First Aid/AED Instructor Course (Must be 17 years of age by the completion of the Instructor Course)</li> <li>• On-The-Job Training as required by the Chapter/Unit</li> </ul>
<b>Appointed by</b>	Health & Safety Services Operations Coordinator
<b>Reports to or Partners with</b>	Health & Safety Services Operations Coordinator
<b>Length of Appointment</b>	Must teach or co-teach at least one Health & Safety course within authorization period to maintain instructor certification in that course. Volunteer instructors must teach for the Greater Toledo Area American Red Cross at least 4 times within 1 <sup>st</sup> year of authorization or 6 times within their authorization period.
<b>Time Commitment</b>	Flexible schedule available. Opportunities available during the day, evening or weekends. The maximum number of hours worked per week is 19 ½.
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued team member of an American Red Cross service that saves lives.</li> <li>• Opportunity to serve the community</li> <li>• Affiliation with one of the most well-respected, internationally known humanitarian organizations</li> <li>• Enhance interpersonal and helping skills</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

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Signature

\_\_\_\_\_  
Date

Revised date 4/24/2009