

**INSTRUCTOR AIDE POSITION DESCRIPTION  
GREATER TOLEDO AREA CHAPTER**

<b>Location</b>	As determined by unit/chapter
<b>Position Title</b>	Instructor Aide
<b>Purpose</b>	To provide assistance to the CPR/First Aid/AED Instructor in conducting American Red Cross CPR/First Aid/AED Courses
<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 the start of class</li> <li>• Assist with registration and record keeping</li> <li>• Assist with handing out supplies</li> <li>• Assist with equipment such as manikins</li> <li>• Promote and represent American Red Cross services and opportunities</li> </ul>
<b>Relationships</b>	As determined by unit/chapter
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Exhibit a strong sense of maturity and responsibility</li> <li>• Demonstrates all skills listed as completion requirements for the American Red Cross CPR/First Aid/AED program</li> <li>• Minimum Age: 14</li> <li>• <i>Note: A criminal background check may be conducted on all volunteer candidates prior to being placed.</i></li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Current American Red Cross CPR/First Aid/AED Training Certificate</li> <li>• Instructor Aide Self-Study Course</li> <li>• On-the-job training</li> </ul>
<b>Appointed by</b>	As determined by unit/chapter
<b>Reports to or Partners with</b>	As determined by unit/chapter
<b>Length of Appointment</b>	Once trained may remain active as long as required training is updated
<b>Time Commitment</b>	Flexible schedule-opportunities available days and weekends. (Chapter may want to determine a minimal amount of courses or hours taught by each individual volunteer)
<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 organization</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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised date 4/24/09