JOB DESCRIPTION

| **Title** | Lead Instructor | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Lead instructor at [Organization Name] will be responsible for planning and developing high-quality first aid lessons and courses. The position’s main responsibilities include facilitating first aid courses and workshops, and leading and developing the instructor team.

The ideal lead instructor has a positive attitude and acts as a leader at all times.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Facilitate Canadian Red Cross First Aid and CPR/AED courses
* Facilitate Heart & Stroke Basic Life support courses
* Perform Canadian Red Cross First Aid and CPR instructor courses
* Facilitate workshops
* Facilitate Canadian Red Cross youth courses (including Stay Safe & Babysitter)
* Provide Hydrogen Sulfide (H2S) courses
* Develop, perfect, and review lesson plans
* Order, restock, maintain, and audit course equipment
* Keep training resources and equipment up to date and clean
* Ensure safety for participants at all times
* Audit, monitor and evaluate instructors in the classroom
* Manage course bookings, payments, and attendee records
* Assess trainees capabilities and certify those who meet the requirements
* Develop instructors
* Coach instructors as needed
* Provide assistance in the hiring process as needed
* Deliver an exceptional client experience in every interaction
* Additional related duties as assigned

**Core Competencies**

* Helpful mind-set with managing classrooms and running courses at the highest level
* Strong leadership skills with professional conduct with all staff
* Ability to work independently and to collaborate as an effective team member
* Strong organizational and time management skills
* Excellent interpersonal and customer service skills
* Ability to speak confidently and conduct lifesaving courses
* Exceptional written and verbal communication skills
* Great presentation skills
* Safety-conscious

**Qualifications**

* High school diploma or GED is required
* First aid and CPR certification is required
* Knowledge of health, safety, and hygiene legislation
* XX years of experience with first aid training and/or CPR training
* Valid first aid certification is preferred
* Work experience in a healthcare setting is an asset

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule are required, including some evenings as needed.
* This position is remote/hybrid/onsite.
* This position is very active and requires standing, walking, bending, kneeling, stooping and crouching.
* This position may require occasional lifting of products weighing up to XX pounds