

COORDINATOR - BASIC LIFE SUPPORT SERVICES  
(Town of Mamaroneck)

GENERAL STATEMENT OF DUTIES: Coordinates basic life support services for the Mamaroneck Ambulance District and component volunteer emergency corps; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Ambulance District Administrator, an incumbent of this position is responsible for the coordination of basic life support services within the Ambulance District; volunteer recruitment and retention; ambulance station support and information and equipment management. The incumbent will work closely with the District Administrator, volunteer emergency corps personnel (i.e., Larchmont Mamaroneck Volunteer Ambulance Corps, Mamaroneck Village Volunteer EMS) and various safety and/or membership committee members. Supervision is not an aspect of this position.

EXAMPLES OF WORK:

Ensures regulatory compliance with Part 800 equipment and OSHA safety regulations for all ambulances and stations;

Provides administrative support for scheduling, information management, and personnel tracking, and project support;

Works with membership committees to further recruitment and retention efforts;

Schedules interviews with membership committee, conducts background checks and provides orientation or coaching for new members;

Schedules support for volunteer shift coverage and special events;

Assists with tracking of personnel certifications, training, etc.;

Assists in the development of training presentations and programs;

Maintains databases to track patient and call event information;

Keeps abreast of mandatory minimum training requirements for ambulances and rescue personnel;

Attends meetings, conferences and workshops to keep abreast of developments in the field of emergency services;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May prepare and deliver presentations to groups and/or prepare promotional materials such as fliers and mailings;

May act as secondary driver response, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the background, principles and objectives of emergency medical services programs and care; ability to maintain effective working relationships with groups and individuals; ability to organize and coordinate program activities; ability to clearly and concisely express ideas, both orally and in writing; ability to manipulate an alpha-numeric keyboard; dependability; integrity; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either two years of paid or verifiable volunteer experience in emergency medical services providing training, education or direct services, including or supplemented by one year of emergency ambulance driving experience.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: 1) current CPR and First Aid certification or current EMT certification; 2) possession of a valid operator's license appropriate to equipment to be driven.