

Finger Lakes Regional EMS Council **Equipment Coordinator**

This professional position description of Equipment Coordinator is newly established August 8, 2024.

Title: Equipment Coordinator
Reports to: Finger Lakes Regional EMS Council Executive Committee (FLREMSC)
Type of Appointment: Per Diem

Qualifications:

- A. Educational Background:** High School Diploma or equivalent
- B. Experience:** Current EMT certification or above, EMS experience of 3 years or more
- C. Scheduling:** Work hours should be flexible during FLCC operational hours, not to exceed 16 hours/ per week, and are approved by office staff two (2) weeks in advance and posted with the Office Manager, to be able to better assist Instructors and agencies with educational needs and questions.
- D. Special Skills:** Excellent written, oral, communication and presentation skills; proven customer service orientation. High level of proficiency using Microsoft Office products (Word, Excel, PowerPoint, Outlook); Strong organizational skills. Ability to work independently to prioritize tasks and problem-solve; ability to function at a high level in a fast-paced environment. Knowledge of EMS training equipment. Ability to provide training for new equipment and operations to instructors in individual and group settings. Ability to lift, move, and carry large and/or heavy pieces of equipment.
- E. Essential Functions:**
 - 1. Maintains and tracks FLREMSC inventory including EMS training equipment, textbooks, and AV materials, and supplies of FLCC and FLREMSC.
 - 2. Clean/sanitize, maintain, and repair FLREMSC / FLCC equipment as needed.
 - 3. Manages equipment requests and returns from FLREMSC/FLCC instructors.
 - 4. Assist with FLREMSC Annual Conference. Responsibilities shall include transportation of conference materials, set up and tear down, and other assignments as determined by the Program Agency Director.
 - 5. Availability to set up equipment for the NYS Practical Skills State testing, assist with the skill stations and clean-up of the rooms after.
 - 6. Other duties as assigned by FLREMSC.

Job Details

Job Location: FLREMSC Office- Geneva NY
Starting Salary: \$20
Hours/Week: 16 +/- Hours/week
Education Degree or Training: High School Diploma or equivalent
Licenses, Certifications, or Registrations: Current EMT or above certification, and valid NYS driver's license with a good safety record

Years of Experience: 3 years or more
Position Start Date: ASAP
Position Details: Position is dependent on continued funding
Number of Positions: One
Benefits Include: None
Holidays Allotted: None
Office Closings: If for any reason FLCC closes the Geneva Campus (i.e., snow days, holidays etc.) the coordinator need not report to the office.
Contact information: Finger Lakes Regional Council Office
(315) 789-0108