



## Job Description

Position:	AHA Instructor
Classification:	Full Time, Part Time
Duration:	At Will Employee
Reports to:	Director of Education
Location:	Bozeman, MT
Pay:	\$15-25 / hr DOE

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### *Duties & Responsibilities:*

The duties and responsibilities of an AHA instructor include:

- Instructing the students in a motivational way, making lectures interesting for them while maintaining the AHA standards and requirements.
- Preparing instructional areas, i.e., classrooms, dummies, off-site and on-site locations, other equipment and material required for training.
- Performing administrative tasks such as maintaining records of the students, documentation, maintaining certificates, etc.
- Maintaining professionalism to sustain high quality relationships with clients and creating the possibility for new clients

### *AHA Certification*

AHA instructor certification is required, multiple ratings as a BLS, ACLS, and PALS are preferred. For applicants currently not certified, initial certification would be the immediate priority, with certification in all three preferred disciplines by the end of year one. BPM will provide paid instructor training for successful AHA instructor applicants with step pay increases for each certification completed.



### *Training Site Alignment*

Successful applicants will be required to align with BPM as a their primary training site. Additional information regarding BPM's non-compete policies and regulations will be presented to successful candidate in the event a contract for employment is offered.

### *Availability*

BPM anticipates this position will be available for regularly scheduled AHA events each quarter. At a minimum BPM AHA instructors are required to teach four AHA courses a year for BPM to maintain competency. Significant growth is expected in this division of BPM, internal instructors will be preferentially offered leadership opportunities as merit and program growth permit.

### *Working Conditions:*

Work is primarily performed in indoor conditions in a non-smoking environment. Transporting equipment to and from the classroom requires lifting up to 70 pounds and carrying objects up to 50 pounds. Classroom environments must be maintained in clean condition.