



Position Details

Position Title	Medical Awards Training Coordinator
Reporting To	Director of Education

Position Overview

The Medical Awards Training Coordinator is directly responsible for ensuring eligible members are given the opportunity to train for specialist awards such as First Aid and Advanced Resuscitation.

Other duties include communication, advertising and finalising paperwork for SLSWA

Operational Objectives

Liaise with the Director of Education to schedule specialist courses over the year.

Responsible for the coordination of trainers and assessors to run safe courses. Ensure they are using current SLSWA documentation to facilitate courses.

Book the training room and hall with the Club Administrator to ensure these facilities are available for learning sessions and the assessment.

Liaise with Communication staff to advertise courses to members via the Islander and Team App.

Encourage the development of new trainers and liaise with the Trainer/Assessor Coordinator to provide a mentoring program.

Assist with the maintenance of equipment. Also assist with the annual budget process to purchase new/replacement education equipment.

Ensure paperwork is completed accurately and forwarded to SLSWA in a timely manner.

Skills & Experience

This position would suit someone with good organisational and communication skills.

Have or obtain knowledge and skills in the portfolio of Education.

It would be essential to have advanced medical experience (Registered Nurse, Emergency Response etc.).

Position Description Approval

Name	Signature	Date
President		___/___/___