

Volunteer Position Description: First Aid Instructor

Summary: First Aid / CPR / AED Instructors teach the American Red Cross basic-level First Aid, CPR and AED courses.

Position Supported By: The Coordinator of Leadership and Development, the Volunteer Support & Service Department, and GSNEO appointed Instructor Trainer.

Responsibilities:

- Teach at least four (4) courses, annually.
- Conduct equipment checks before and after programs for safety, cleanliness, and good repair.
- Return any equipment used off site within 5 days
- Teach and monitor proper use of equipment.
- Report to GSNEO defective equipment for replacement.
- Report to GSNEO any supplies that need ordered.
- Evaluate program with other Instructors and GSNEO and make suggestions for improvements the following year.
- Communicate by phone and electronically with volunteers and GSNEO.
- Administer evaluations after each class
- Attend the annual in person First Aid Instructor meeting
- Send a Welcome email to all participants 1-2 week before your class
- Submit signed rosters to GSNEO via email to training@gsneo.org within 3 days of your completed class

Marketable Skills and Abilities:

- Communication & Collaboration
- Supervising Volunteers
- Problem Solving
- Training & Development
- Leadership Experience
- Public Speaking
- Report Entry
- Time Management

Position Commitments:

- Membership & Administration
 - This is an administrative role
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts.
 - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
 - Maintain your First Aid Instructor Certification with the American Red Cross
- **Time:** 24 months, option to renew upon mutual agreement between yourself & council staff.
- **Required Training:** American Red Cross First Aid CPR/AED Instructor course
- **Highly Recommended:**
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

Girl Scout Promise:

On my honor, I will try, to serve God and my country,
to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

*Members may substitute for the word God in accordance with their own spiritual beliefs.