

SAMPLE VOLUNTEER POSITION DESCRIPTION
CHAPTER NAME

Location	As determined by unit/chapter
Position Title	Health and Safety Instructor
Purpose	To instruct American Red Cross CPR/FA/AED classes to community groups at the American Red Cross building and/or at community or corporate sites
Key Responsibilities	<ul style="list-style-type: none"> • Willingness to support Red Cross Mission • Organize class materials including video prior to class • Interrelate and cooperatively teach with other instructors to maintain a 1:10 maximum instructor/student ration • Provide adequate supervision of teaching areas to ensure participant's health and safety • Administer practical skills • Confirm course with your supervisor at least 72 hours before the scheduled course • Must arrive to teaching site at least 30 minutes before class is to begin • Submit course records and evaluations according to American Red Cross standards • Promote and represent Red Cross services and opportunities
Relationships	<i>As determined by unit/chapter</i>
Qualifications	<ul style="list-style-type: none"> • Ability to work with diverse audiences • Ability to work well with people in groups, one-on-one, and in problem-solving situations • Excellent verbal and written communication skills • Past leadership experience or desire to develop leadership abilities • Ability to lift and transport equipment • Must provide own transportation to various community and corporate sites
Training	<ul style="list-style-type: none"> • Orientation to American Red Cross • American Red Cross CPR/First Aid/AED Instructor Course (Must be 17 years of age by the completion of the Instructor Course) • On-The-Job Training as required by the Chapter/Unit
Appointed by	As determined by unit/chapter
Reports to or Partners with	As determined by unit/chapter
Length of Appointment	Must teach or co-teach a CPR/First Aid/AED course every two years.
Time Commitment	Flexible schedule available. Opportunities available during the day, evening or weekends (Chapter may want to determine a minimal amount of courses or hours taught by each individual volunteer)
Development Opportunities	<ul style="list-style-type: none"> • Be a valued team member of an American Red Cross service that saves lives. • Opportunity to serve the community • Affiliation with one of the most well-respected, internationally known humanitarian organizations • Enhance interpersonal and helping skills

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date

Revised date _____