



**EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR
PART-TIME POSITION**

JOB DUTIES AND RESPONSIBILITIES:

The EMS Coordinator would be expected to help with or lead the theory lectures associated with the course. During skills labs and skills practice, the EMS Coordinator would be required to demonstrate skills, teach students the requirements associated with each skill, and assist them in performing and practicing the skills associated with each course.

Depending upon the schedule, the EMS Coordinator may also be required to help with clinical experiences for students at our contracted sites.

- Create and schedule the semesterly courses and ensure clinical schedules are secured
- Select course materials for EMS courses
- Finalize instructor assignments for courses
- Work with the Director of Nursing and Allied Health to develop and manage the annual EMS budget
- Order required supplies for the EMS program
- Attend regular meetings with the Director of Nursing and Allied Health and the State Discipline groups
- Maintain current accreditation standards for EMS education
- Assist with recruiting and hiring EMS instructors
- Arrive early and prepare the classroom, and all materials necessary for lecture and/or skills practice
- Administer lecture and aid students in the learning of required materials
- Administer exams to students which will evaluate knowledge, competence, and clinical reasoning
- Monitor the practice of skills during skills labs, and ensure student safety while performing all skills
- Return items used during class or skills labs to their appropriate storage location, and ensure the classroom is ready for use during its next scheduled class
- Attend clinical experiences with students and ensure attendance, participation, safety, and compliance with facility policies and procedures
- Evaluate student performance upon exams, during skills labs, and during clinical experiences

MINIMUM QUALIFICATIONS:

- Complete a State of Colorado primary instructor course
- Current unencumbered EMT license
- Complete 4,000 hours in the EMT field

PREFERRED QUALIFICATIONS:

- Associate degree
- One or more years of successful teaching experience at the post-secondary level
- Have effective interpersonal skills, including the ability to collaborate successfully with faculty, students and administration
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, students of color, and non-traditional learners
- Demonstrate instructional quality, (e.g., coursework or training in teaching methods and assessment of student learning)
- Experience with educational technology such as using a learning management system, telepresence, hybrid classes and a willingness to continue to learn and incorporate educational technology
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people

COMPENSATION:

\$37.03 per hour up to 28 hours per week

APPLICATION INSTRUCTIONS:

For consideration, an applicant file must contain:

1. Resume
2. Cover Letter
3. Copy of unofficial transcripts. (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero Junior College
via email at kelsey.barbee@otero.edu
719 384-6824

Application Deadline: Open Until Filled- priority will be given to applications received by March 7, 2025