



**POSITION TITLE:** Public Safety Services Program Coordinator

**JOB TYPE:** Part-time, approximately 20 hours per week

**LOCATION:** Classroom location to be determined. Sites are located throughout NPRC's multi-county footprint. Serving Pennsylvania Counties: Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Venango, and Warren.

**DATE POSTED:** May 14, 2021

**PRIORITY DEADLINE:** June 7, 2021

**CLOSE DATE:** Open until filled

**JOB DESCRIPTION:** See pages 2-3

**APPLICATION PROCESS:**

**SUBMIT:** Applicants are required to submit a Letter of Interest and Resume to:

Northern Pennsylvania Regional College  
Attn: Workforce Development  
300 2<sup>nd</sup> Avenue, Suite 500  
Warren, PA 16365

**OR**

Email to: [employment-hr@rrcnpa.org](mailto:employment-hr@rrcnpa.org) with *Public Safety Services Program Coordinator* in the subject line.

**MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements apply):**

PA Child Abuse History Clearance  
Pennsylvania Access to Criminal History Record Check  
Federal Criminal History Background Check  
Valid Driver's License

**Applications will be accepted until position is filled. For additional information, please call the NPRC Administrative Offices at 814-230-9010, Lisa Pecora, Human Resources Coordinator.**

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need

## **JOB DESCRIPTION**

**JOB TITLE:** Public Safety Services Program Coordinator

**CLASSIFICATION:** Part-time

**COMPENSATION RANGE:** Commensurate with experience

**REPORTS TO:** Executive Director – Erie Operations and Workforce Development

### **POSITION SUMMARY:**

This position functions as part of a team that manages public safety training including emergency medical and firefighting training, through a collaborative, professional and friendly work style. Job responsibilities involve operations management; development, implementation, and oversight of curriculum and courses of study; and reporting, evaluation, and records maintenance of program operations.

The successful candidate will be exceptionally organized, possess a strong work ethic, be highly collaborative, be able to multi-task, and hold the highest level of professionalism and discretion to accomplish program goals and objectives. Building strong professional relationships and ongoing trust with regional public safety agencies and other stakeholders is critical to overall program success. Work is performed under direction of the Executive Director of Erie Operations and Workforce Development.

This position will work closely with Workforce Development Specialists, the Registrar, administrative support staff, and will have contact with other members within the NPRC community.

### **MINIMUM QUALIFICATIONS:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered. A typical way to obtain the knowledge and abilities would be:

**Education:** A bachelor's degree in education, adult learning, or technical education, or an associate degree in public safety, firefighting, or emergency medical services.

**Experience:** Minimum of 5 years of successful public safety experience as a firefighter, emergency medical technician, or paramedic.

### **Skills:**

- Professional demeanor;
- Very strong interpersonal skills to communicate effectively both in writing and verbally;
- Exceptional organizational skills with the ability to multi-task;
- Attention to detail and problem-solving skills;
- Strong work ethic;
- Ability to work collaboratively and thrive in a fast-paced environment;
- Hold the highest level of professionalism with proven ability to handle confidential information with discretion;
- Proficiency in Office 365 including Microsoft Office software programs, applications or tools (Word, Excel, PowerPoint, internet use for research);
- Regular, predictable, full attendance is an essential function of the job; and
- Willingness to work the required schedule, work at the specific location required, complete the employment application, submit to a background investigation (to include past employment, education, and criminal history).

## **ESSENTIAL FUNCTIONS:**

Must be able to perform the following essential job functions:

- Manage the full range of activities for the Emergency Medical and Firefighting Training programs.
- Oversee training program certifications.
- Ensure training program practices and materials adhere to agency accreditations and certifications.
- Supervise course coordinators and faculty in the program's work.
- Establish and monitor program structure, assignments, and resources.
- Develop, implement, and facilitate syllabi, lesson plans, course objectives, and assessments. Develop and implement policies, procedures, and job assignments.
- Maintain training records and compilation of continuing education requirements for certification programs.
- Prepare information including reports, proposals, and other related program correspondence.
- Oversee work projects from inception to completion.
- Provide information and assistance to other departments, outside agencies, and the public, as necessary.
- Represent the program in forums such as service relationships and public presentations.
- Identify and recommend improvements to program systems and procedures.
- Attend conferences, conventions or other meetings and trainings to stay up-to-date on trends in technical advances, training development, policy, and procedures.
- Participate as needed during mock emergencies and drills of client agencies.
- Develop and maintain excellent working relationships with personnel, client agencies, and the public.

## **ADDITIONAL ELIGIBILITY REQUIREMENTS:**

Valid Driver's License and consistent access to vehicle is required.

## **PHYSICAL REQUIREMENTS:**

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, communicate verbally and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines.
- Driving, standing, walking, and sitting.
- Must be able to occasionally lift and/or move up to 25lbs/12kg.
- Ability to use technology tools required for performing the specific responsibilities of this position; and remember and understand certain instructions or guidelines.

## **WORKING CONDITIONS/WORK SCHEDULE:**

- Classroom location to be determined. Sites are located throughout NPRC's multi-county footprint. Serving Pennsylvania Counties: Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Venango, and Warren.
- Work hours vary. The class schedule typically falls within 2:00 pm – 9:30 pm, Monday – Thursday.
- Work hours may include Saturday's.

## **TRAVEL REQUIREMENTS:**

- See <http://regionalcollegepa.org> for information concerning classroom locations.
- A valid Driver's License and consistent access to a vehicle is required.

## **OTHER DUTIES:**

Perform other duties as assigned.