



Emergency Response Team Program Manager | CPR Trainer

SF Bay Area - South Bay

Overview

The primary responsibilities of this position will be the establishment, training, and maintenance of an employee volunteer Emergency Response Team (ERT) program at our client's South Bay headquarters and America's sites, as well as ensuring standardized training in emergency response for all contract security personnel.

This position will work closely with Global and Regional Security & Safety management, outside content knowledge expert consultants and internal Security & Safety Regional managers and coordinators.

Job Responsibilities:

- Periodic assessment of site facilities and related metrics in order to determine ERT membership needs; regular program marketing and recruitment of volunteer members
- Identify basic and advanced ERT equipment and training needs; presenting business cases for expenditure to regional Security & Safety management; developing inventory controls and replenishment strategies
- Administrative responsibility for maintenance of communication tools for established programs
- Coordinate monthly ERT member meetings and team communications, participation in periodic Safety Fairs
- Publish ERT training calendar to individual teams, coordinate on-ground logistical support for trainers (access, booking conference rooms, etc), capture and submit team rosters for training credit, archive training records and maintain active membership lists
- Coordinate and perform quarterly medical drills, annual fire evacuation drills, and other drills as deemed necessary
- Contribution to global ERT web-site
- Development of ERT Leads
- Some travel to support regional ERT programs may be necessary

Job Qualifications:

- Bachelor's Degree preferred, but not required
- Ability to work with minimal supervision and participate in cross-functional teams
- Capable of meeting deadlines, effective multi-tasking and prioritization skills with a sense of urgency
- Excellent computer skills (MS Office, Word, Excel, PowerPoint, Outlook, etc.)
- Creative with some marketing skills
- Experience with training and curriculum development
- CPR, First Aid, AED certified instructor (minimum)
- Instructional experience with an emphasis on emergency response
- Familiarity with FEMA NIMS Incident Command System (ICS) structure preferred, but not required

Contact:

If you are interested and qualify for this position, please send an email to jobs@safetymax.com and provide the following information:

1. Resume
2. A note that includes:
 - a. Your experience as it relates to the job qualifications
 - b. Where you live and if you are willing to relocate to the South Bay if out of the area
 - c. Any other relevant information