**Department of Human Resources**

**Exempt Job Description**

**Job Title:** TUEFRT and Walkhome Coordinator

**Job Number:** X-361

**NOC:** 6541

**Band:** 3

**Department:** Risk Management

**Supervisor Title:** Security Manager

**Last Reviewed:** May 29, 2020

**Job Purpose**

Coordinate Risk Management Student programs, including Trent University Emergency First Response Team (TUEFRT) and Walkhome in order to enhance first aid and safe walk services for the Trent University Community. The TUEFRT and Walkhome Coordinator provides support and advice to TUEFRT and Walkhome and ensures the programs are adhering to Health and Safety standards, financial procedures and program training standards.

**Key Activities**

1. Coordinate Risk Management Student Programs, including TUEFRT and Walkhome and assist the programs to operate 7 days a week to students, staff and faculty, including community members during the academic year;
2. Manage financial resources to ensure proper reporting and planning;
3. Coordinate recruitment and training;
4. Promotion and advocacy for TUEFRT and Walkhome programs;
5. Assist with Walkhome and TUEFRT scheduling;
6. Design and distribute promotional material, attend events and liaise with student and college groups, staff and faculty;
7. Review TUEFRT Patient Care Reports in a timely manner and provide feedback where required;
8. Maintain statistics on use of services;
9. Design and maintain program websites;
10. Design and conduct annual Walkhome Safety Survey to obtain input from all students, staff and faculty. Analyse results compared to actual incident reports and present results to Trent University community; evaluate effectiveness of the program; and
11. Act as backup Parking/Dispatcher for special events.

**Education**

Secondary School Diploma plus 2 years of University or College;

Minimum of Standard First Aid Instructor certification from recognized provider.

**Experience Required**

1. Four years’ experience working with students in a post-secondary school environment;
2. A minimum of two years supervising volunteers;
3. Proficient computer skills;
4. A minimum of two years’ experience in instructing standard first aid / CPR;
5. Excellent written and verbal communication skills;
6. Proven ability to work independently with minimal supervision;
7. Excellent organizational skills and ability to organize groups, timelines, projects, etc.;
8. Demonstrated commitment to personal safety issues;
9. Familiarity with Trent University and the Peterborough community environment; knowledge of community organizations;
10. Ability to communicate with a variety of people from different backgrounds and experiences; and
11. Demonstrated experience in coordinating a volunteer-oriented program in a decentralized setting.

**Responsibility for the Work of Others**

Direct Responsibility

* TUEFRT Student Staff (3)
* TUEFRT Student Volunteer Responders (30+)
* Walkhome Student Staff (1)
* Walkhome Student Volunteers (30+)

**Communication**

Internal:

* Liaison with student groups to promote the programs, events, projects, exchange information;
* TUEFRT / Walkhome student staff and student volunteers, schedule, coaching;
* University Staff to promote programs and respond to inquiries;

External:

* Prospective students and parents - Open House
* Suppliers - volunteer appreciation, promotional materials
* Peterborough community support agencies – special events and co-op advertising
* Peterborough merchants – volunteer discount and awards program
* Government (subsidies/bursaries’)
* Community Emergency Services Partners

**Motor/ Sensory Skills**

* Dexterity - Data entry, WP, Design brochures, repair of flashlights

**Effort**

Mental:

* Sustained Attention - Proof reading, alpha and numeric lists, designing forms, brochures, writing reports

Physical:

* Keyboarding - Email, data entry

**Working Conditions**

Psychological:

* Workload