

Job title	Director of Advanced First Aid
Responsible to	National VP Training and Development

Job purpose

As a member of the national training and development committee (TDC), the director of advanced first aid (AFA) contributes to the management of the educational resources associated with the advanced first aid training program. This contribution supports the ongoing development of the members of the Canadian Ski Patrol (CSP) in accordance with strategic direction from the vice-president (VP) training and development (T&D).

The objectives of the director of AFA are to:

- Assist the VP T&D by defining, providing and managing the resources required to qualify and re-qualify CSP members at the advanced first aid training level.
- **Provide the VP T&D with timely input to support the VP's responsibility as a member of the NMC.**
- Collaborate with the national T&D portfolio in developing an annual operational plan and monitoring ongoing progress through the year, addressing any challenges that may arise.
- Proactively monitor leading FA delivery and development organizations to identify and develop new standards and appropriate protocols for use within the CSP. Organizations include but are not limited to ILCOR, FIPS members, ICAR, Avalanche Canada, etc.
- Ensure the ICP AFA coordinator is actively engaged to ensure training modules developed to train patrollers reflect the current skill progressions, learning theory and instructional approaches in either face to face, eLearning or virtual programs.
- Ensure AFA products are produced as forecast working collaboratively with Training and Development committee (TDC).
- Ensure that the **CSP's** advanced first aid program is in accordance with federal, provincial and territorial requirements and standards.

Duties and responsibilities

The primary duty of the director of AFA is to assist the VP T&D with the management of training patrollers in advanced first aid. This position is tasked with overseeing the coordinators responsible for advanced first aid resources and the associated on-line

learning programs. In addition to being a contributing member at national TDC meetings, the director of AFA is also responsible to:

- Respond to requests from national VP training and development
- Collaborate with national TDC members
- Manage the coordination for the resources of AFA training programs for members and instructors
- Collaborate with director ICP to ensure training materials are developed reflecting current ICP learning approaches, progressions, assessment and evaluation, and with the director T&D to provide current delivery techniques.
- Collaborate on the development and delivery of AFA training support materials, including but not limited to: CSP AFA manual, annual evaluations, and the national first aid symposium
- Liaise with TDC committees, such as medical advisory (MAC), pre-hospital care advisory (PCAC), and manual change review
- Deliver specific tasks within agreed deadlines
- Provide input for the annual T&D budget requirements, sufficient to meet the needs of the AFA training components
- Collaborate with the Deputy VP T&D to provide advice and direction for division training managers, and/or their instructors, in regard to resolution of problems in the areas of AFA training
- Foster bi-directional communication between the national and divisional/zone levels of AFA training and qualification. This will include communication directly to instructor trainers as required

Qualifications

The qualifications for this position are broken into two specific categories.

All members of the national TDC should have the following general qualities:

- Good written and verbal communication skills.
- Ability to properly manage and contribute in electronic as well as in person formats.
- Ability to discuss and manage expectations and outcomes with TDC members.
- Ability to work as a team to formulate national scope programs and solutions.
- Computer literacy.
- Good time management skills to respond to diverse, but frequent demands on time to provide guidance, advice, and decisions in a timely manner.

As the director of AFA, this position has specific skills and qualifications that must include, but are not limited to:

- Understanding of, and ability to appeal to, different learning styles.
- Certified as either an instructor or instructor trainer in advanced first aid program for the CSP.

- Detailed knowledge of the existing CSP AFA training programs and knowledge of the instructor certification and on snow training programs.

Additional skills that would benefit the successful candidate, while not required, are desirable:

- Active regular member, with day-to-day patrol experience.
- Previous experience as either a division or zone training manager.
- Exposure to different educational approaches in other divisions or zones.
- Familiarization with French and English languages.

All qualifications comply with federal, provincial and territorial human rights legislation.

Direct reports

Refer to current TDC organization chart and package for current direct reports to the Director AFA

Each director of the national T&D portfolio is appointed by and reports to the VP T&D after confirmation by the management committee. AFA team members are recommended by the director, approved by the VP T&D and report to the director.

Approved by:	VP training and development
Date approved:	31 July 2021
Reviewed:	

This job description is reviewed annually.