

American Red Cross
 Greater Richmond Chapter
 420 East Cary Street
 Richmond, VA 23219

VOLUNTEER POSITION DESCRIPTION
 Center for Community and Corporate Education
Instructor

Location	Center for Community and Corporate Education (CCCE)
Position Title	Volunteer Instructor (First Aid/CPR/AED, Babysitting, Nursing Assistant)
Purpose	To provide quality instruction to a range of students while adhering to Red Cross standards and instructional guidelines.
Key Responsibilities	<ul style="list-style-type: none"> • Willingness to support the American Red Cross Mission • Become familiar with appropriate course(s) (First Aid/CPR/AED, Nursing Assistant, Babysitter’s training, etc) program materials and curriculum. • Successfully complete necessary instructor courses. • Communicate with Instructional Support Coordinator regarding availability and teaching activity. • In conjunction with the Manager, Training and Quality Assurance and Nursing Assistant Instructor, conduct, assist with, and/or coordinate classes as requested and available. • Submit course record/paperwork at conclusion of course.
Qualifications/ Skills Needed	<ul style="list-style-type: none"> • Must be reliable, dedicated, and have good organizational skills. • Experience working with diverse populations and different learning styles preferred.
Training	<ul style="list-style-type: none"> • Orientation to the American Red Cross • Successfully complete necessary instructor or instructor aide course.
Reports to or Partners with	CCCE staff including Instructional Support Coordinator, Manager of Training and Quality Assurance, and Center Vice President
Length of Appointment	Flexible depending upon available time. Must teach required number of classes to retain instructor status per Red Cross Guidelines.
Time Commitment	It is requested that the volunteer instructor teach a minimum of 4 classes per calendar year. This may vary depending upon the instructor’s certification level (ie. Nursing Assistant may require additional time commitment.)
Development Opportunities	<ul style="list-style-type: none"> • Possible part time employment, full-time employment. • Opportunities for additional certifications. • Job skill training and opportunities.

I understand the responsibilities and qualifications of this volunteer position, and agree to fulfill them to the best of my ability.

 PRINT NAME

SIGNATURE

DATE