

## HEART START SITE COORDINATOR – VOLUNTEER JOB DESCRIPTION

Project Heart Start (PHS) is dedicated to saving the lives of victims of out-of-hospital cardiac arrest through education of all capable citizens to perform the new CPR called compression-only CPR (CO CPR) and to encourage and facilitate the placement and proper utilization of automated external defibrillators (AED).

Non-certification PHS training sessions are offered annually on Project Heart Start Day in June and throughout the year in schools, organizations and businesses. For the participant the training lasts only about 40 minutes and is divided into watching a 12 minute video, produced by KOAT and Dr. Barry Ramo, followed by a 15 minute skills session led by the facilitator and a short demonstration of an AED.

### POSITION SUMMARY

The Heart Start Site Coordinator is responsible for coordinating and scheduling regular Project Heart Start trainings at assigned locations. The Site Coordinator works with the Foundation Project Coordinator toward the goal of teaching all New Mexicans to perform the new compression-only CPR.

**REPORTS TO: Foundation Project Coordinator, Dorothee Hutchinson, NMHI, 502 Elm Str. NE, Albuquerque, NM 87102, 505-843-2814, dorotheeh@nmhi.com**

### KEY RESPONSIBILITIES:

- Presents program to variety of groups if needed.
- Arranges PHS sessions for groups at assigned locations.( includes securing of facilitator(s), room, AV equipment and materials)
- Communicates with leadership and staff at assigned locations to coordinate dates and times of trainings.
- Assures that PHS training events are properly advertised ( flyer, website, local publications etc.) and well attended.
- Coordinates with PHS Project Coordinator prior to each assignment regarding teaching materials, location and time of assignment.
- Assures that all participants fill out participant survey at each session.
- Returns all materials to PHS Coordinator after the completion of the event.

### QUALIFICATIONS:

Needed: A passion for the cause, ability to interact with various types of people, good time management and communication skills, dependability.

Highly recommended: basic computer skills (such as e-mail and use of the internet)

### TRAINING:

Required: Attend PHS Volunteer orientation (group orientation or individual).

Beneficial: Observe or participate in PHS training session prior to coordination of training events.

**AVERAGE TIME COMMITMENT:** 2 hours per week, occasionally more.

**BENEFITS:** Work for a great cause, meet a variety of people, flexible schedule.

**OTHER:** Work from home or occasionally in the NMHI office. Some driving within ABQ needed.

