



JOB DESCRIPTION

Volunteer

Position Title:	Emergency First Response Team (EFRT) Inventory Coordinator
Term of Office:	May 1 to April 30
Supervisor:	EFRT Director
Remuneration:	Volunteer
Hours of Work:	Summer Hours (May – August): 2-3 hours per week from Academic Year Hours (September – April): 5-7 hours per week in addition to 12 Supervisory Shifts per month

General Scope of Duties

The Inventory Coordinator is responsible for tracking EFRT's equipment inventory, as well as maintaining equipment for response, training, hiring, and other EFRT activities, as assigned.

Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	40%	<ul style="list-style-type: none"> ▪ Attend all EFRT Executive meetings, team meetings, and team trainings; ▪ Volunteer for shifts and monitor the executive radio; ▪ Enforce team protocol in accordance to the Operating Policy ▪ Ensure essential team protocols, such as pack check, are completed in a timely manner
Planning Function	40%	<ul style="list-style-type: none"> ▪ Work with the Scheduling Coordinator to create responding plans for large scale McMaster events (homecoming, welcome week, etc.) ▪ Ensure that responders have adequate equipment for mass scale response ▪ Perform regular inventory of team/pack supplies ▪ Maintain organization of the executive closets ▪ Ensure adequate maintenance of bikes
Financial and Budgeting Function	20%	<ul style="list-style-type: none"> ▪ Prepare financial plans for equipment, events/tasks and submit to the Program Director
Other	10%	<ul style="list-style-type: none"> ▪ Assist the Training Coordinator/Assistant Director in planning orientation, ensure that equipment is available, as well as aid in both orientation weekends ▪ Participate in transition for the incoming Coordinator ▪ Assist other Executive members as necessary as directed by Director or AD

-
- | | |
|--|--|
| | <ul style="list-style-type: none">▪ Maintain professionalism while engaged in EFRT activities▪ Review emergency call reports for quality assurance purposes |
|--|--|

Knowledge, Skills and Abilities

- Organizational and time management skills
- Thorough knowledge of team protocol
- EFRT resource knowledge is required
- Ability to work effectively as an individual and within a team
- Leadership and supervisory skills
- Written and verbal communication skills
- Public relations skills

Effort & Responsibility

- Judgment required to make decisions when representing the team to the community
- Judgment required to make decisions regarding multi-team responses
- Judgment required to make decisions about pack equipment use and trainings

Working Conditions

- Some duties can be performed while in the office, on call additional work must be completed at home
- Support from other EFRT Executive and team members
- Time demands may exceed stated hours of work

Training and Experience

- Previous experience with EFRT is required
- Emergency Medical Responder with CPR level HCP is required
- Previous leadership experience

Equipment

- Basic computer software use
- Knowledge of EFRT equipment including radio and first aid equipment