



# JOB DESCRIPTION

Volunteer

**Position Title:** Emergency First Response Team (EFRT) Summer Executive

**Term of Office:** May 1 to August 31

**Supervisor:** EFRT Director

**Remuneration:** Volunteer

**Hours of Work:** 2-3 hours per week in addition to 5 Supervisory Shifts (9 am to 5 pm) per month

## General Scope of Duties

The Summer Executive is responsible for completing Supervisory Shifts and assisting the EFRT Executive team's duties over the summer months, refer to EFRT's operating policy for more details

## Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	80%	<ul style="list-style-type: none"> <li>▪ Attend all EFRT Executive meetings, team meetings, and team trainings;</li> <li>▪ Run supervisory shifts and monitor the executive radio;</li> <li>▪ Enforce team protocol in accordance to the Operating Policy</li> <li>▪ Ensure essential team protocols, such as pack check, are completed in a timely manner</li> </ul>
Other	20%	<ul style="list-style-type: none"> <li>▪ Assist the EFRT's Executive team's duties</li> <li>▪ Maintain professionalism while engaged in EFRT activities</li> <li>▪ Review emergency call reports for quality assurance purposes</li> <li>▪ Complete summer initiatives as directed by the Director and AD</li> </ul>

## Knowledge, Skills and Abilities

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

## Effort & Responsibility

[https://mcmastersu-my.sharepoint.com/personal/asc\\_msu\\_mcmaster\\_ca/Documents/ASC 24-25/Executive Board/Meeting Documentation/EB 23-01/EB 24-01 - Proposed JD - EFRT Summer Executive.docx](https://mcmastersu-my.sharepoint.com/personal/asc_msu_mcmaster_ca/Documents/ASC%2024-25/Executive%20Board/Meeting%20Documentation/EB%2023-01/EB%2024-01%20-%20Proposed%20JD%20-%20EFRT%20Summer%20Executive.docx)

- Judgment required to make decisions when representing the team to the community
- Judgment required to make decisions regarding team protocol
- Judgment required to make decisions regarding EFRT's operations

### **Working Conditions**

- Some duties can be performed while in the office, on-call additional work must be completed at home
- Receive 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