

JOB POSTING

Lead Instructor, Primary Care Paramedic Program

Part-Time, Contract
Revelstoke, British Columbia

Posting Date: 6 March 2024

Closing Date: 15 March 2024

Organizational Summary

Columbia Paramedic Academy is British Columbia's largest private paramedic training institution, offering both Primary Care Paramedic (PCP) and Advanced Care Paramedic (ACP) programs. We pride ourselves on embracing progressive approaches to learning and providing an engaging and fulfilling educational experience for our students.

Headquartered in Langley, BC, we deliver our programs at permanent locations in Victoria and Langley, as well as on a rotational schedule throughout the province in many historically underserved communities.

Columbia Paramedic Academy is a part of Columbia Learning Group, a leader in paramedic and first aid training and curriculum development. Our sister companies, Heartsafe EMS and Columbia Medical Training offer a variety of first aid and medical responder courses.

Job Summary

We are seeking a knowledgeable and dynamic Lead Instructor to join our Primary Care Paramedic program, to lead an 8-month course in Revelstoke, BC starting on May 17th, 2024. The course is delivered through a blended model of both online and in person learning.

Reporting to the Manager, Paramedic Programs the PCP Lead Instructor serves as the primary day-to-day contact and support person for their assigned class and is responsible for scheduling staff and facilitating in-person workshops. The Lead Instructor is not expected to attend every online/in-person session as courses utilize a team of experienced instructors and subject matter experts (SMEs) to lead delivery of the more technical aspects of this training. The PCP program is a challenging one, and the Academy takes pride in finding administrative staff, instructors and managers who allow

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themselves to celebrate our students' successes and feel personally motivated to help when students struggle. The successful candidate will possess a passion for both teaching and paramedicine, strong communication skills and a desire to support their students through to graduation.

This position is structured as a "Part-time, Casual" position. The course meets in-person for 3 days every other weekend for a total of 17 workshops. During the time between workshops the Lead Instructor typically spends 2-3 hours per week scheduling, marking and providing general support.

Columbia Paramedic Academy has built strong relationships with many EHS employers and regulatory bodies that allow us to help secure secondment, education leave, leave without pay (LWOP) or other similar arrangements where required. Our goal is to see the successful candidate(s) take on this role without having to abandon active paramedic practice, should they so desire.

Key Responsibilities and Duties

- Deliver classroom instruction during the 17 in-person workshops (3 days every other weekend). *Note, 100% attendance for all 17 workshops by the Lead Instructor is neither expected, nor required.*
- Leading and assisting with practical exam preparations and assessments
- Schedule classroom instructors from an approved list provided by the Academy
- Provide written and verbal feedback to students, and document student progress
- Ensure proper care and management of equipment and classroom supplies; ensure equipment is prepared and ready for class use, request additional supplies or equipment when needed
- Participate and assist with implementation of Learning Plans for unsuccessful students

Skills and Qualifications

- Demonstrated ability to multitask, and to manage competing priorities to meet deadlines
- Excellent organizational skills and attention to detail
- Previous teaching experience
- Strong written and verbal communication skills, including the ability to respond in a professional, courteous and concise manner
- Demonstrated ability to work independently with minimal supervision
- Ability to exercise judgement and discretion in preparing student records
- Have held an EMALB Primary Care Paramedic license, or equivalent/higher

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- Knowledge of EMALB processes and protocols and familiarity with BCEHS operations is an asset, but not required
- Successful completion of an ISW Network instructing workshop is an asset, but not required

Working Relationships

- Paramedic Programs Coordinator
- Manager, Paramedic Programs
- Director, Learning

Compensation and Benefits

This is a contract (8 month) part-time position that offers \$357.50 per day for in-class instructing, and \$44.69 per hour for partial days and/or work performed outside of the classroom.

Summary

If you are someone with a passion for both teaching and paramedicine, who is excited to mentor and train new paramedics in a supportive learning environment, and who is seeking an employer keen to support your own professional development while offering a flexible schedule, this is the position and school for you.

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We welcome questions from potential applicants about the school or this role. Please contact Ryan Curr (ryan@columbialearning.ca) to discuss the posting or any other questions you may have.

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