

LVAS Position Opening

Liberty Volunteer Ambulance Service Day-Time Staffing Administrator

Duties

Start-Up Phase (8-12 weeks)

Recruitment & Hiring - work with Hiring Committee

Develop EMS & Driver Job Descriptions; Develop Application Materials; Advertise Openings; Process & Review Applications; Schedule Interviews

Develop Scheduling System - work with Officers

Research staff time-tracking options

Research payroll reporting requirements/options

Other duties, as assigned by Board

Implementation Phase (On-going)

Fill weekly daytime staffing schedule

Supervise staff

Confirm daily "on-duty" reports from staff; Manage reports of absence, tardiness, illness, etc.; Report personnel issues ; Approve personnel time-tracking

Submit staff hours to payroll

Communicate with Waldo County Communications Center, as needed

Other duties, as assigned by Board

Qualifications

LVAS seeks a candidate who has the experience and vision to develop this new day-time staffing program. The administrator must be self-directed with an excellent ability to seek and find answers to new challenges. This is an organizational and supervisory position and the successful candidate will demonstrate a strong commitment to a vital community service. The administrator works closely with LVAS Officers and reports directly to the Board of Directors.

Prior Emergency Medical System experience preferred

High School Diploma

Excellent Communication Skills

Strong Organizational & Supervisory Skills

Good on Computers and mobile devices (apps, data entry, calendar functions, Excel , Word)

Requirements

Available by smartphone/text -- Monday-Friday ~ 5am - 5 pm -- to manage staff

Pass background check

Attend monthly LVAS mtg (last Sunday of the month) and other meetings, as assigned

Most work may be performed remotely with smartphone and/or computer

Compensation

Wage: \$12-15, commensurate with experience

Application

Deadline: Friday, May 5, 2017, 5pm.

Send to: LVAS, PO Box 174, Liberty, ME 04949.

Questions? Contact Chris Birge: 323-2199 or email chris@birco.org