

HEART
TO
BEAT LLC
Safety Training, Consulting & Equipment

Job Title:

Active Shooter Instructor

Reports To:

The Active Shooter Instructor will report to the Senior Instructor and CEO.

Classification:

Non-Exempt

Job Overview:

A part-time position with Heart To Beat LLC, Active Shooter instructors report to the Senior Instructor and CEO. An Active Shooter instructor is responsible for the learning of all students in his/her class. Instructors are expected to teach the Heart To Beat Active Shooter Course at various locations contracted by Heart To Beat. Classes are scheduled seven (7) days a week during the day and in the evening. Commitment is required from Instructors at the time that courses are contracted.

Responsibilities and Duties:

- Organizes and packs vehicle for contracted job.
- Drives company issued vehicle safely to location of training.
- Meets with client at time of service.
- Unpacks vehicle independently or with assistance of other Heart To Beat team members.
- Assembles classroom to meet required guidelines.
- Instructs Active Shooter courses in accordance with all required parameters.
- Issues and collects all required paperwork in accordance with Heart To Beat procedures and files accordingly.
- Issues various certification cards following all company policies and procedures.
- Disinfects, packages and transports all training equipment back to office.
- Unpacks vehicle and completes other tasks associated with Heart To Beat policies and procedures.

Qualifications:

- High School Diploma or greater.
- Ability to speak confidently and conduct lifesaving courses as a lead instructor.
- 20+ years law enforcement experience.
- Ability to lift 30 or more pounds independently.
- Must be enthusiastic, responsible, articulate and well organized.
- Must have flexibility in various work environments and be willing to travel locally.
- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check.

Required Education and Experience

- High school diploma or GED

Additional Eligibility Qualifications

- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping and crouching. The position may require occasional lifting of products weighing up to 30 pounds.

Position Type and Expected Hours of Work

This is a part-time position and regularly requires long hours and frequent evening and weekend work.

Travel

Must have flexibility in various work environments and be willing to travel locally.

Work Authorization/Security Clearance

All employees must complete I-9 authorization within first three days of employment.

AAP/EEO Statement

Heart To Beat is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, veteran status, national origin, age, disability, or any other protected classification.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____