

KEEN First Aid/CPR Instructor (Contract)

Position Title:

KEEN First Aid & CPR Instructor (Contract)

Reports To:

Executive Director, KEEN

Location:

115 East 4th and Yakima Canyon Interpretive Center, Ellensburg, WA (Classroom + Outdoor Skills Area)

Contract Type & Compensation:

- Independent contractor, paid **\$150 per 4-hour session**
 - Opportunity to teach monthly or quarterly based on your availability
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Key Responsibilities

- **Training Delivery:** Lead American Red Cross First Aid, CPR, and AED certification courses following official curriculum and standards.
 - **Session Coordination:** Confirm dates, prepare facilities, and ensure all materials (manikins, kits, testing forms) are on site.
 - **Assessment & Certification:** Conduct participant skills checks, score written exams, and issue official Red Cross cards.
 - **Record-Keeping:** Submit attendance, evaluation forms, and participant data to KEEN within 48 hours.
 - **Safety & Compliance:** Enforce safety protocols, maintain equipment sanitation, and adhere to all Red Cross and KEEN policies.
 - **Promotion Support:** Provide brief descriptions of upcoming classes for KEEN's marketing channels; occasionally participate in community outreach.
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Qualifications & Skills

- **Certified Instructor:** Current American Red Cross Instructor credential in First Aid, CPR, and AED.
- **Teaching Experience:** Comfortable working with mixed-age groups (families, educators, outdoor staff).
- **Communication:** Clear verbal instruction; ability to adapt teaching style to diverse learners.
- **Professionalism:** Punctual, organized, with strong attention to safety and detail.

- **Outdoor Aptitude (Preferred):** Enjoys and understands the needs of outdoor enthusiasts and environmental educators.
 - **Background Check:** Willing to complete KEEN's standard volunteer/contractor screening.
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Schedule & Logistics

- **Session Timing:** Weekdays or weekends, 4-hour blocks (e.g., 8 AM–12 PM or 1 PM–5 PM).
 - **Booking Process:** Coordinate dates 2–3 months in advance with KEEN staff.
 - **Location:** Training room and outdoor space at YCIC; all setup managed by KEEN.
 - **Materials:** KEEN provides manikins, first aid kits, Red Cross manuals, and certification paperwork. Instructor informs KEEN when additional materials need to be purchased.
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How to Apply / Nominate

Please send your resume, Red Cross instructor credential, and a brief note about your availability to jillscheffer@keenetwork.org. Questions welcome!