



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-090

June 24, 2024

TO: All Personnel

FROM: Division Chief Ayres

SUBJECT: CPR Course Instructor Interest

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In accordance with the strategic plan goal of Community and Partner Involvement, EMS Division offers a public BLS Provider course every month for community members. This course has been managed and instructed by paramedic Dallas Davis for the past 6 years, and she has decided to step away from the program to spend more time with her family. EMS Division would like to publicly thank her for her time and efforts and for the hundreds of people she has taught, some of whom have undoubtedly played a role in saving a life.

This memo serves as an announcement for up to 3 individuals who may be interested in coordinating or co-coordinating this program. Any current UFA employee is eligible to apply, including operations, staff, and part time employees. No previous AHA course instruction experience is necessary; however, experience will be considered during the selection process. If you are not currently a certified AHA instructor, EMS Division will provide initial training and instructor certification. Five hours of overtime per month is available, which includes 1 hour of planning and 4 hours of course delivery.

The coordinator(s) will be responsible for setting the time and location of each course, typically in the evenings or on weekends at a UFA fire station or other municipal building within UFA's service area.

To apply for this opportunity, please provide a brief description of why you are interested in the position and complete an application using the following link. Applications must be received before 5:00 pm on July 8.

<https://unifiedfire.applicantpro.com/internaljobs>

EMS Division is looking for a minimum of 1 year commitment to the program.

For questions about the program or the position, please contact Division Chief Ayres ([rayres@unifiedfire.org](mailto:rayres@unifiedfire.org)) 801-743-7244