**Established Job Description**

**Title of Position:**  First Aid Support Team Assistant

**Division/Department:** Physical Resources / Security, Parking & Emergency Management

**Job Duties**

• Daily checks & restocking of First Aid Support Team backpacks located in FAST offices including weekly inventory of supply cabinet, and submission of supply log to the Security and Parking Operations Assistant.

• Filing of First Aid Support Team reports as per the alphabetical filing system.

• Assist the Operations Assistant with: compiling First Aid Support Team data related to calls for service, updates to forms and posters, and recruiting FAST volunteers

• Assist the Manager, Security, Parking & Emergency Management with setting up FAST training scenarios.

**Qualifications**

• Must have been a volunteer with the First Aid Support Team for at least 1 semester within the previous 12 months.

• Standard First Aid & Level C CPR certification

• Demonstrated attention to detail

• Exceptional interpersonal skills working in a team based environment

• Interest in helping other students

• Excellent oral communication and interpersonal skills

• Ability to exercise sound judgement

**Additional Information ie special equipment or travel**