

## JOB DESCRIPTION

County of York



**REGIONAL TRAINING CENTER**

**Emergency Medical Services (EMS)  
Training and Education Programs  
Administrator.**

**Status: Full-Time**

**FLSA: Exempt (Salary)**

**Salary: \$75,000 - \$80,000**

**Union: Non-Union**

**Reports to: RTC Director**

## RESPONSIBILITIES

The EMS Programs Administrator is responsible for the oversight and direction of the all EMS Training and Education programs at the York County Regional Training Center (RTC).

The Program Administrator fulfills the following keys roles:

- Serve as the York County EMS Training Center Program Director. In consortium with the York County Community College, prepares application for training center licensure and industry accreditation in accordance with the most current standards of the Committee of Accreditation of the Educational Programs for the EMS Professions (CoAEMSP) and the Maine EMS Bureau.
- Ensures delivery of quality initial entry EMS provider courses, refresher training and to other matters of EMS education.
- Serve as the RTC's liaison with York County Community College and collaborates with the Academic Dean on academic matters.

Additionally, the Program Administrator will be able to:

- Maintain collateral communications among administrators, academic division(s), emergency service organizations, communities of interest, Employe Board, Medical Director, faculty, and students.
- Instruct students in course content and assigned subjects.
- Demonstrate EMS skills and assessments.
- Instruct students how to perform EMS skills from lesson plans and instructional guides.
- Demonstrate proficiency with effective methods for content delivery in a clinical and laboratory learning environment.
- Supervise adjunct instructors and lab assistants.

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- Supervise peer-review sessions and laboratory sessions.
- Utilize learning management systems to track student progress and grades.
- Evaluate student competency utilizing program guidelines in the classroom and laboratory settings.
- Develop, implement, and assess the effectiveness of summative assessments, lesson plans, presentations, program guides, and curriculum related to EMS education.
- Demonstrate effective counseling and remediation of students.
- Maintain licenses, certifications, and current clinical practice knowledge base through life-long learning and continuing education.
- Serve on boards and committees as deemed beneficial to the RTC.
- Serves as a part of the County's Incident Management Team.
- Perform other duties as directed by the Director of the York County Regional Training Center.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree.
- National Registry of EMTs Paramedic certificate or equivalent.
- Maine EMS Paramedic license.
- Maine EMS Instructor Coordinator - Paramedic License or equivalent.
- Current AHA BLS, ACLS, and PALS Provider.
- At least five (5) years active field experience as a paramedic provider
- At least (3) years active instructional experience as a college instructor or equivalent.

### **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening that includes interview(s), background investigation, criminal history checks, and medical screening.
- Must hold a valid motor vehicle operator's license.
- Must provide proof of U.S. Citizenship or legal privilege to work in the United States.
- Must have completed National Incident Management System courses ICS-100, 200, 700 or be able to complete within the first year.

## **SUBMITTAL INSTRUCTIONS**

All interested candidates must submit a York County application, resume, and cover letter to Human Resources. The position will remain open until filled.

- **York County online application can be located (or downloaded) from:**  
[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)
- **Applications/cover letters/resumes can be emailed to:**  
[HR@yorkcountymaine.gov](mailto:HR@yorkcountymaine.gov)  
Please put “EMS MANAGER” in the subject line.
- **Applications/cover letters/resumes can be mailed to:**  
York County Government  
**Attention:** Human Resource Department  
45 Kennebunk Road, Alfred, ME 04002
- **Applications/cover letters/resumes may also be dropped off at the Human Resource Department located at:**  
York County Government Building  
149 Jordan Springs Road  
Alfred, ME 04002

*Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.*

**The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.**

*York County Government is an Equal Employment Opportunity Employer.*