

JOB DESCRIPTION

County of York



REGIONAL TRAINING CENTER

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

Status: Full-Time

FLSA: Exempt (Salary)

Salary: \$68,000 - \$75,000

Union: Non-Union

Reports to: RTC Director

Position Summary

The EMS Program Administrator will join the partnership at an important point of growth. Currently, EMS programming is delivered in partnership with Southern Maine Community College (SMCC), which serves as the established EMS Training Center. York County and YCCC are working toward developing a standalone EMS Training Center that will provide greater local capacity and support the long-term growth of EMS education in York County.

The successful candidate will play an active role in this transition and will not be expected to enter the position with expertise in every aspect of training center administration, accreditation, or higher education. YCCC will provide institutional support, resources, and mentorship to help the Program Administrator build this expertise and grow professionally alongside the program.

We are seeking someone who is collaborative, innovative, eager to learn, and excited by the opportunity to help build something new. The ideal candidate is invested in developing a **skilled, educated, adaptable, and workforce-ready EMS workforce** while helping shape the future of EMS education in York County.

With support through mentorship, the EMS Program Administrator will provide leadership and oversight for Emergency Medical Services (EMS) initial licensure education delivered through the York County Regional Training Center (RTC) in partnership with York County Community College (YCCC). The position is responsible for program quality, regulatory and accreditation compliance, curriculum, instructor oversight, student progression, clinical and field education, program assessment, and continuous improvement.

Minimum Qualifications

- Bachelor's degree from an accredited institution of higher education.

- Current or previously held Paramedic-level licensure or certification, with academic preparation and EMS experience equivalent to the Paramedic level.
- Current Maine Paramedic license, or ability to obtain Maine licensure within an established timeframe following appointment.
- Strong organizational, communication, documentation, and collaborative leadership skills.
- Maine EMS Instructor Coordinator (I/C) license or obtained within one year of the start date.
- Demonstrated experience in the delivery of prehospital emergency care.
- Experience in EMS education, including curriculum implementation, student competency assessment, clinical or field education, or instructional oversight.
- Knowledge of the National EMS Scope of Practice Model, National EMS Education Standards, evidence-informed clinical practice, and applicable EMS regulatory requirements.
- Ability to meet all applicable Maine EMS and CoAEMSP/CAAHEP qualifications for the Program Director role within one year of the start date.

Preferred Qualifications

- Master's degree in EMS, education, healthcare, administration, or a related field.
- Experience serving as an EMS/Paramedic Program Director, Program Coordinator, Clinical Coordinator, Lead Instructor, or comparable educational leadership role.
- Experience with CoAEMSP/CAAHEP accreditation or Maine EMS Training Center approval and compliance.
- Demonstrated ability to provide leadership and oversight.
- Experience with program evaluation, student outcomes, quality improvement, or regulatory/accreditation compliance.
- Experience in a community college or other postsecondary educational environment.
- Experience with curriculum development, program assessment, accreditation reporting, and continuous quality improvement.
- Experience developing and maintaining clinical and field partnerships.

Duties and Responsibilities

Program Leadership and Compliance

- Provide leadership for the administration, planning, development, evaluation, and continuous improvement of EMS licensure programs.
- Ensure compliance with Maine EMS, CoAEMSP/CAAHEP, YCCC, and other applicable requirements.
- Coordinate program approval, licensure, accreditation, reporting, and required documentation.
- Monitor program outcomes, including student progression, completion, credentialing performance, graduate outcomes, and employer feedback.
- Use program and student outcome data to identify and implement improvements.

Academic and Instructor Leadership

- Work with YCCC academic leadership to ensure programs follow approved curriculum, academic policies, and institutional standards.
- Oversee curriculum development, implementation, assessment, and continuous improvement across classroom, laboratory, clinical, and field education.

- Provide programmatic oversight of instructors, adjunct instructors, laboratory assistants, preceptors, and other instructional personnel including: the selection, orientation, evaluation, and professional development.

Student and Clinical Oversight

- Monitor student academic, laboratory, clinical, and field progression and ensure appropriate documentation of student achievement.
- Oversee processes for student evaluation, counseling, remediation, progression, and completion.
- Ensure clinical and field experiences provide appropriate opportunities for students to achieve required competencies.
- Maintain effective relationships with clinical and field affiliates and ensure appropriate preparation and support of preceptors.

Program Collaboration and Resources

- Collaborate with the EMS Medical Director to ensure the clinical and educational integrity of the program.
- Maintain effective communication with YCCC and RTC leadership, MCCC colleagues, instructors, students, clinical partners, EMS agencies, and other program stakeholders.
- Engage the Employer/Advisory Board in program evaluation, workforce alignment, planning, and continuous improvement.
- Assess instructor, facilities, equipment, clinical opportunities, and other resources necessary to support program quality.
- Maintain required professional licenses, certifications, and current knowledge of EMS education and practice.

Administrative and Academic Accountability

- The EMS Program Administrator is an employee of York County and is administratively supervised by the Director of the York County Regional Training Center. York County retains responsibility for employment, personnel, and administrative matters.
- YCCC retains academic and programmatic authority for YCCC-sponsored EMS education. The EMS Program Administrator is accountable to the YCCC Academic Dean or designee for curriculum, academic standards, instructor qualifications, student academic requirements, program assessment, and accreditation-related matters.

Scope of Position

This position is responsible for initial licensure-level EMS education and is not responsible for general EMS continuing education, CEUs, agency-specific training, or standalone refresher training.

The EMS Program Administrator is not the primary instructor for the program. Qualified instructor and instructional personnel provide routine instruction. The Program Administrator may provide instructional support when necessary, provided it does not interfere with the position's primary program leadership and oversight responsibilities.

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 applications can be located (or downloaded) from:**
www.yorkcountymaine.gov/careers
- **Applications/cover letters/resumes can be emailed to:**
HR@yorkcountymaine.gov
Please put “EMS TRAINING & EDUCATION PROGRAMS ADMINISTRATOR” 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.