

**HEART**  
TO  
**BEAT** LLC  
Safety Training, Consulting & Equipment

**Job Title:**

Instructor Aide

**Reports To:**

The Instructor Aide will report to the Senior Instructor and CEO.

**Classification:**

Non-Exempt

**Job Overview:**

A part-time position with Heart To Beat LLC, Instructor Aides report to the Senior Instructor and CEO. An Instructor Aide is responsible for the assisting the Instructor(s) and participants in his/her class. Instructor Aides are expected to assist with the set-up, clean-up and management of class operations at various locations contracted by Heart To Beat. Classes are scheduled seven (7) days a week during the day and in the evening. Commitment is required from Instructor Aides at the time that courses are contracted.

**Responsibilities and Duties:**

- Organizes and packs vehicle for contracted job at the direction of the lead Instructor.
- Drives company issued vehicle safely to location of training when directed.
- Unpacks vehicle independently or with assistance of other Heart To Beat team members.
- Assembles classroom to meet required guidelines at the direction of the lead Instructor.
- Assists the lead Instructor moving equipment throughout the duration of the class as directed.
- Issues and collects all required paperwork in accordance with Heart To Beat procedures and files accordingly.
- Disinfects and packages all training equipment to be transported back to office.
- Unpacks vehicle and completes other tasks associated with Heart To Beat policies and procedures.

**Qualifications:**

- High School Diploma or greater.
- Must currently possess or obtain American Heart Association (AHA) or American Safety and Health Institute (ASHI) provider level certification within the first 60 days of employment.
- Ability to lift 30 or more pounds independently.
- Must be enthusiastic, responsible, articulate and well organized.
- Must have flexibility in various work environments and be willing to travel locally.
- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check.

**Required Education and Experience**

- High school diploma or GED

- Must currently possess or obtain American Heart Association (AHA) or American Safety and Health Institute (ASHI) provider level certifications within the first 60 days of employment.

### **Additional Eligibility Qualifications**

- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping and crouching. The position may require occasional lifting of products weighing up to 30 pounds.

### **Position Type and Expected Hours of Work**

This is a part-time position and regularly requires long hours and frequent evening and weekend work.

### **Travel**

Must have flexibility in various work environments and be willing to travel locally.

### **Work Authorization/Security Clearance**

All employees must complete I-9 authorization within first three days of employment.

### **AAP/EEO Statement**

Heart To Beat is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, veteran status, national origin, age, disability, or any other protected classification.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_