



Job Description

CLASSIFICATION: Emergency Management

TITLE: Emergency Management Instructor, Camp Manager

REPORTS TO: Director, Emergency Preparedness & Training

COMMITMENT: Full Time (Salaried)

TRAVEL: Domestic and International. Based out of Snohomish, WA

POSITION SUMMARY

Under the direction of the Director of Emergency Preparedness & Training, executes training and emergency preparedness consultation for clients. With a primary function of empowering in-person training for large and small groups in regards to preventing, mitigating, acting and recovering from acts of violence, this may also include emergency consultation, policy creation, risk and vulnerability assessments, and other training courses (such as firearms instruction, emergency management, ICS, threat assessment teams, and other training sessions). Provide leadership and insight into program development and improvement of such programs in close collaboration with the TTA instructor Cadre.

Develops, manages, and implements a variety of instructional programs at the TTA's Mission Adventure Camp, including advanced firearms classes, outdoor instruction, and other mission oriented activities, for both adults and youth.

Preferred Education and Experience

- You have a noble bearing and steady spirit
- You have experience training and/or teaching diverse groups.
- You care about others, and demonstrate this through an attitude of service
- You can achieve complex tasks with little to no micro-management, yet relying on a team-based approach.
- Bachelor's degree or higher is preferred, with course work in the areas of Risk Management, Public Safety, Business or Teaching. Completion of courses in advanced tactics, safety, risk management, or criminal law is also desirable.
- Ideally, four years of responsible experience in law enforcement, fire, EMS, or a command-staff or general staff ICS role.
- Firearms or defensive tactics instructor preferred. The candidate must possess the training & knowledge to receive instructor certification.



Knowledge, Skills and Abilities

- A genuine care to help people overcome fear and create positive change within the community.
- Professionalism under all circumstances.
- Quality communication, able to communicate effectively with client leadership, command staff, and normal people in way that makes them feel empowered and prepared.
- Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, stakeholders and community members.
- Demonstrated ability to work with a wide variety of community groups, and organizations.
- Spiritual fitness: able to effectively address and answer the challenging questions of life and death with participants who have experienced trauma.

POSITION RESPONSIBILITIES

As assessed by the supervisor, the outcome of the position is as follows.

Primary Duties:

- Ensuring all in-class paperwork is completed (liability forms, sign-in sheets, class reviews). Creating a safe learning environment.
- Teaching/facilitating the 2 hour, 4 hour, and 8 hour and multi-day De-escalation/Active Shooter/Workplace Violence/Violent Intruder Training Course(s) domestically and abroad.
- Conducting physical site assessments and compiling after-action reports for clients
- Developing, teaching and facilitating a variety of courses at the Mission Adventure Camp, including force-on-force based tactics training, and sessions for youth.

Secondary Duties:

- Developing marketing material, closing sales, and coordinating client management activities
- Investing in the TTA's Mission Adventure Camp by coordinating volunteers, clean-up days, and engaging in general camp management activities
- Facilitate table-top, functional & full-scale exercises with client crisis teams, management teams, and local first responders



- Conducting other 2-hour, 4-hour, and 8-hour sessions, or multi-day events, including defensive tactics, conferences, de-escalation, threat assessment teams, and other emergency management or safety related courses.
- Assist the TTA director or other Master Instructors as needed during training sessions
- Assist the TTA Master Instructors with reports, EOP creation and review, company policies and review, and client facilitation meetings as needed
- Conducting full multi-hazard risk assessments of facilities, constructing after-action reports, and developing functional EOP's and SOP's

PHYSICAL/MENTAL REQUIREMENTS

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job and may be supplemented as necessary. This position requires working in various business, management, and community settings, often requiring sensitivity and effective skills in group processes and conflict resolution, with diverse constituency groups including students, teachers, administrators, staff, parents and business partners, and others within the state and local region. *Flexible scheduling and availability for regular travel is required.*

This is a semi-sedentary position classification and performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day may be spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT CONDITIONS

This position is full-time, salaried position. Salary range \$60-80,000 DOE. A 90-day probation will be in effect from time of hire, with promotions occurring at the discretion of the supervisor. Sick and vacation days provided.

EVALUATION PROCEDURES

Performance shall be evaluated annually according to TTA policies and procedures.



APPLICATION INSTRUCTIONS

Any failure to follow these application instructions will immediately disqualify the application from consideration. Repeated applications will be immediately discarded without review.

This position is open until filled, with application review dates occurring periodically. Applications may be kept on file for future openings.

To apply send the following documents to Info@training-academy.org with the email header, "INSTRUCTOR APPLICATION: LAST NAME, CITY OF RESIDENCE".

1. Cover Letter
 - a. In 800 words or less, describe how your background and life-outlook fulfills the desired requirements for this position. Describe your availability and how it meets the criteria described. Include any information you deem relevant to an initial assessment of your ability to fulfill this role.
2. Resume & Professional Photo
 - a. A current resume, outlining all employment positions, supervisor titles, and contact information within the past 10 years. Failing to list ANY employment held within the past ten years will immediately disqualify an application.
 - b. Include a photo taken within the last 5 years that accurately demonstrates your professional demeanor.

References

- c. In a separate document, outline two personal references and three professional references. Include their scope of knowledge over your professional/personal background. Reference contact information must include a current phone number and email address.

This position is open until filled.

UPDATED: April 28th, 2022