



Nantucket Community School

Job Posting

TITLE: SPORTS AND WELLNESS ASSISTANT

REPORTS TO: Sports and Wellness Coordinator

TERMS OF EMPLOYMENT: This is a part-time, year-round position, up to 12 hours per month. The hourly rate is \$27 to \$30 per hour, commensurate with experience. Candidate must have a flexible schedule.

JOB SUMMARY: Nantucket Community School is seeking a committed, driven individual to assist our Sports and Wellness Coordinator with the day-to-day operations of the department, including but not limited to CPR, health and safety training, and other duties as needed. The ideal candidate will support the expansion of our health and safety training program. Serving as the Training Center Coordinator for the American Heart Association (AHA), the candidate will have detailed responsibilities outlined in the AHA's Program Administration Manual. This includes course administration, scheduling utilizing Atlas (AHA program management website), safeguarding of records, instructor certification, alignments, continuing education, and inventory of supplies and manikins. A background in healthcare and/or emergency services is preferred, but not required.

QUALIFICATIONS:

- Must be 18 years of age or older
- Certified American Heart Association (AHA) Basic Life Support (BLS) Provider (or able to complete this level of certification before the start date)
- Customer service oriented
- Organized and attentive to detail for scheduling and record-keeping purposes
- Passion for improving the health and safety of the island community for its residents and visitors
- Creative with ideas to expand educational programs in a variety of health and safety topics that embrace cultural diversity (improve bilingual offerings)
- Desire to stay current on the latest advances in emergency cardiac care, first aid, and other safety topics
- Ability to network and work with professional organizations, public safety agencies, and healthcare providers
- Computer literate in Google Suites, online registration systems, and/or an initiative to learn other computer programs as required
- Ability to establish and maintain effective working relationships with others

- Ability to converse with members of the public in a pleasant and effective manner
- Organize files in a manner that ensures easy access to information by pertinent team members
- Act as a friendly ambassador for Nantucket Community School and Nantucket Public School district
- Perform such other tasks as determined by the Sports and Wellness Coordinator

APPLICATION: Position opened until filled. Interested candidates should apply to the Sports and Wellness Coordinator. Candidates are requested to submit a letter of interest, resume, and NCS Application via email to kasperzykj@npsk.org. Full job description available upon request. Applications can be found at www.nantucketcommunityschool.org.