## **214.** First Aid Team Coordinator

1. The First Aid Team Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The First Aid Team Coordinator shall be responsible for:
	1. Developing and maintaining the annual first aid team programme in accordance with established St. John’s Ambulance first aid training directives;
	2. Ensuring all first aid team training parades and activities are properly supervised;
	3. Maintaining records showing attendance of each cadet;
	4. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
	5. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating first aid team special training projects;
	6. Ensuring the ongoing individual training and development of all first aid team instructional staff;
	7. Organizing first aid team competitions and demonstrations;
	8. Assisting and supervising the First Aid Team Commander in the organization and preparation of the first aid team; and
	9. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The First Aid Team Coordinator shall prepare a budget for the years first aid team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.