



30 G C & P Road • Wheeling, WV 26003
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POSITION: Regional Public Service Training Facilitator – RESA-6

REPORTS TO: Regional Public Service Training Coordinator – RESA-6

EXPECTATIONS AND RESPONSIBILITIES:

- Facilitate Public Service Training activities by:
- Publicizing courses through various media, developing brochures and PSA's updating Public Service Training & RESA-6 WEB sites.
- Prepare and distribute instructor materials/equipment associated with a wide variety of classes in a timely manner.
- Maintain inventory of books, supplies, equipment and A-V.
- Prepare invoices for books, supplies, equipment and A-V
- Assist PST Coordinator with the administration of Fire, EMS, Haz-Mat and Law enforcement examinations.
- Perform general clerical duties including but not limited to managing databases, maintaining files, typing all correspondence, records and reports, responding to any telephone calls and returning messages/calls relating to the PST program.
- Telephone switchboard backup to receptionist as needed.
- Maintain restricted and confidential information in accordance with Federal guidelines.
- Operate all business machines & technology available in the office and those needed for the effective implementation of PST sessions.
- Assist PST instructors by providing A-V, supplemental handouts through a check-out procedure.
- Establish and maintain good working relationships with RESA-6 staff, instructors, county school system personnel, the general public and others including but not limited to WVOEMS, WVI-FSE and WVDE.
- Provide information regarding class schedules as requested.
- Order and maintain supplies and equipment as needed.
- Perform other duties as assigned by the PST Coordinator or Executive Director.