



Employment Opportunities ***July 17, 2017***

Position: **Adult Education Coordinator – Public Safety Programs**
Location: **Warren County Career Center**

Qualifications:

- High school diploma or equivalent; Associate's or Bachelor's Degree in related area preferred
- Minimum of seven years full-time related work experience
- Current State of Ohio Certification as a Firefighter Level II AND Paramedic
- Current State of Ohio Certification as a Fire Instructor AND EMS Instructor
- Technical Rescue experience preferred
- Teaching and employee supervision experience is preferred
- Willingness to work with students and colleagues as a team member
- Strong interpersonal and communication skills
- Strong organizational and technology skills
- Hold or be willing to obtain a valid Ohio Educator's licensure or permit
- History of good job attendance
- Valid Ohio Driver's License
- Must pass criminal background check after job offer is made

Summary: Coordinator will be responsible for supervising, and conducting training programs and classes, in the public safety services area. The coordinator will also be responsible for recruiting students and maintaining individual class and program enrollment for the programs he/she oversees. These programs and/or classes shall include both open enrollment and customized training. The curriculum for the programs and/or classes will provide well-planned, current instruction that meets the needs of the students and businesses and industries.

Reports to: Director of Adult Education
Starting date: As soon as possible
Salary: As per adopted salary schedule

Deadline to apply: August 4, 2017 at 11:30 PM
Each applicant's resume and qualifications will be evaluated, and those deemed most qualified will be invited to participate in interviews.

How to apply: Please apply online through the Greater Cincinnati School Application Consortium or click on the link provided. [WCCC Online Job Application](#)

Due to our online system, we regret that we cannot accept paper applications and resumes.
Equal Opportunity Employer