

Job Title:	First Aid Coordinator	Job Class:	Coordinators
Division:	Safety & Security	Department:	
Reports To:	Director of Safety & Security	Term:	N/A
Job Description			
<p><u>Position Summary:</u></p> <p>The First Aid Coordinator is responsible for overseeing the First Aid Station at Pride Winnipeg's festival, ensuring prompt and effective medical assistance for attendees, volunteers, and staff. This role involves coordinating first aid volunteers, maintaining medical supplies, and ensuring compliance with health and safety regulations.</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> • Oversee the setup, operation, and takedown of the First Aid Station during Pride Winnipeg events. • Recruit, train, and manage first aid volunteers, ensuring adequate coverage throughout the festival. • Ensure all first aid kits and medical supplies are stocked, accessible, and compliant with health regulations. • Act as the primary point of contact for medical incidents, providing first aid and coordinating with emergency services when needed. • Identify potential health and safety risks at event sites and implement preventative measures. • Document and report all medical incidents and first aid treatments to the Director of Safety & Security. • Ensure first aid operations align with Pride Winnipeg's safety protocols and health regulations. • Work closely with security teams, emergency responders, and event managers to ensure a safe environment. • Conduct first aid orientations for Managing Members and volunteers before events. • Assist in reviewing first aid response effectiveness and provide recommendations for future improvements. <p><u>Skills/Qualifications:</u></p> <ul style="list-style-type: none"> • First Aid & CPR Certification (required) • Experience in first aid coordination, emergency response, or health & safety management. • Strong leadership and organizational skills. • Ability to remain calm and make quick decisions in high-pressure situations. • Excellent communication and teamwork abilities. • Knowledge of health and safety regulations is an asset. • Security or emergency response training is considered an asset. 			
Last Updated On:	02-07-2025	Updated By:	Brittney Frias