Position Announcement

Human Resources Officer

The Danville Area Training Center (DATC) is seeking a Human Resources Officer who oversees the human resources operations for both the Danville Life Saving Crew and the Danville Area Training Center.

- Maintain all employee and DLSC member files following the HR best practices.
- Schedule regular trainings on human resource issues for all employees and volunteers.
- Manage Workers' Compensation claims.
- Create and update the DATC & DLSC employee and membership roster.
- Add and remove employees and members from the Omnilert (paging system), email system, and Honeywell system (door code system), and EMS Manager.
- Complete paperwork for new employees including: Drug testing, background check, and fingerprint at AmeriStaff and I-9 forms.
- Schedule and observe all new employee orientation sessions.
- Assist the Battalion Training Chief in new employee and member orientation.
- Maintain updated EMS employees' information with Emergency Communication Center, City of Danville. Information should include cell phone numbers, cell phone carriers, crew numbers, and special teams.
- Assist with all accreditation reviews and audits.
- Preform additional tasks as requested by the Chief Financial Officer.

Eligible candidates must possess:

- High school diploma
- Thorough understanding of human resources and accounting procedures.
- Proven experience in a relevant administrative role.
- Knowledge of computer systems, software, and office equipment.
- Excellent organizational and time management skills.
- Analytical abilities and aptitude in problem-solving.
- Excellent written and verbal communication skills.

Preference will be given to candidates who have:

- Bachelor's degree in business management, human resources, finance, or another related field of study.
- Experience in an EMS environment.

Work hours will average 15-20 hours per week and vary Monday through Friday. between 8 a.m. to 5 p.m. as determined by the Supervisor and work demand.

Compensation: Part-time exempt position. Hourly wage ranging between $15 and $20 based on experience and education.

To Apply: Please email a cover letter and your resume to hr@dlsc.org by end of business on Saturday, May 1, 2021. The position will remain open until filled.

To Apply

Email a cover letter and resume

to hr@dlsc.org

by 5 p.m. on Saturday, May 1, 2021.

The Danville Area Training Center is a 501(c)3 organization serving the Danville, Virginia, region. Our mission is to provide superior training to our members and members of other agencies throughout the community, while providing opportunity for personal growth, career development and advancement for those who work in the EMS field. Our organization directly supports the Danville Life Saving Crew in its mission to be the leader in providing pre-hospital care to the sick and injured.