



# Position Description

## First Aid Co-ordinator

### Summary

This is a co-ordination role rather than a hands-on first aid role.

### Key responsibilities

- Ensure a qualified and equipped first-aider is on call at all times during the festival

### Skills required

- Co-ordination and organisation

### Tasks and timeline

Date	Tasks/deadlines
May-festival	Together with Volunteer Co-ordinator, find volunteers with a current First Aid certificate to be on call at the festival
2 weeks before festival	Check that festival first-aid kit has required supplies and that all supplies are within expiry date. Purchase additional supplies if necessary. Prepare roster for first-aiders at festival Ensure all first-aiders know their roster slot.

### Estimated time commitment

Before/after festival: 6 hours

During festival: Nil

Meetings: Nil

### Reports to

Health and Safety Co-ordinator

## **Supervises**

Nil

## **Liaison with**

- Treasurer if expenditure is needed

## **Resources required**

- Phone, email
- First-aid kit and supplies

## **Documentation**

- Nil