



Join Our Team:
Executive Director at Waterbury Ambulance Service Inc.

Position: Executive Director

Location: Waterbury, VT

Employment Type: Full-Time, Salaried

About Us: Waterbury Ambulance Service Inc. is a 501(c)(3) nonprofit organization dedicated to providing exceptional 911 emergency medical response to Waterbury, Duxbury, parts of Moretown, and surrounding communities through mutual aid. Supported by over 30 volunteers, two full-time paid staff, and several per-diem employees, we respond to an average of 800 emergency calls per year. We also offer community training programs, operate COVID-19 testing and vaccination clinics, and provide Search & Rescue services for remote and mountainous areas.

Position Overview: As the Executive Director, you will lead Waterbury Ambulance Service Inc., ensuring operational excellence, financial stability, and a high standard of emergency medical services. You will report directly to the Board of Trustees and manage a team of paid staff and volunteers to fulfill our mission. This role requires a dynamic leader with a strong background in emergency medical services and nonprofit management.

Key Responsibilities:

Leadership and Management:

- Execute the Board of Trustees' instructions and priorities.
- Oversee and support all staff and volunteers.
Manage all operations to ensure readiness and efficiency.
- Oversee recruitment, hiring, and onboarding of staff and volunteers.
- Conduct regular performance evaluations and provide feedback.
- Implement and maintain HR policies and procedures in compliance with legal requirements.
- Manage staff scheduling, ensuring adequate coverage for all shifts.
- Promote a positive and inclusive work environment, addressing any conflicts or issues promptly.
- Facilitate ongoing training and professional development opportunities for staff.

Financial Oversight:

- Maintain and manage the organizational budget.
- Monitor expenditures and adjust spending as needed.
- Prepare and submit grants and contracts to funding agencies.
- Ensure accurate billing and accountability of services.

Communication and Coordination:

- Communicate regularly with staff, volunteers, and board members.
- Provide updates on the state of the organization and relevant legislation.
- Act as the primary point-of-contact for operational and personnel inquiries.

External Relations:

- Serve as the liaison to district and state entities, EMS systems, local select boards, and neighboring agencies.
- Act as the primary contact for the District Medical Director.

Strategic Planning:

- Participate in the design and implementation of long-range strategic plans.

Professional Development:

- Attend seminars, conferences, and workshops to stay current with trends in emergency response and training.

Emergency Response:

- Respond to emergencies as needed and function as a member of the squad at the ALS Provider level.

Qualifications:

- Proven experience in emergency medical services, nonprofit management, or a related field.
- Strong leadership, communication, and organizational skills.
- Ability to manage budgets, financial records, and grants.
- Current NREMT Certified Paramedic or AEMT, and Current State of Vermont licensed Paramedic or AEMT.
- High performance CPR, Stop the Bleed, ACLS, and PEPP certifications within 6 months.
- Commitment to the mission and values of Waterbury Ambulance Service Inc.

Physical and Mental Requirements:

- Significant physical strength and dexterity to function in adverse environments.
- Ability to handle stressful situations and function calmly under pressure.
- Thorough working knowledge of applicable current standards of care, including equipment functions and uses.

To Apply: Interested candidates should submit a resume and cover letter detailing their qualifications and experience to sally.dillon@waterburyambulance.org. Application deadline Wednesday, July 10th, 2024

Join us in making a difference in our community by providing exceptional emergency medical services and support. Apply today to become part of the Waterbury Ambulance Service Inc. team!