



## **Notice of Job Vacancy #23-107**

**Posting Date:** March 8, 2023

**Position:** Part-time Regional Public Service Training Instructors

**Employment Term:** Part-time / As needed

**Salary:** \$25.00 per hour

**Qualifications:**

- Certified through West Virginia Department of Education as an Emergency Medical Technician, Fire Service Training, and/or Law Enforcement instructor.
- Demonstrated superior interpersonal skills and organizational abilities.
- Demonstrated ability in verbal and written communication skills.

**Job Description:** The selected candidate(s) will provide regional public service training instruction as needed through the Public Service Training program.

**Expectations and Responsibilities:**

- Conducts trainings as assigned / as needed.
- Works effectively as a member of a team.
- Demonstrates self-control and exhibits an attitude of mutual respect.
- Demonstrates appropriate ethics and good work habits.
- Demonstrates an ability to work effectively with local, county, and state personnel
- Maintains and upgrades professional skills.
- Willingness to work evenings and weekends.
- Willingness to travel
- Willingness to attend all local, regional, state, and national meetings as needed.
- Maintains records and processes required forms necessary to conduct training needed for state licensing boards, etc.
- Submits all required paperwork in a timely manner.

**Reports To:** EPIC PST Coordinator; EPIC Administrator

**Conditions of Employment:** Must pass a background check, be recommended by the EPIC PST Coordinator, approved by the EPIC Administrator, and confirmed by the EPIC Regional Council

**Start Date:** TBD pending the approval process

### Application Process:

Interested candidates may submit an EPIC application in one of the following ways:

**Hard copy EPIC application** can be found at [www.epicresa8.org/workforus](http://www.epicresa8.org/workforus) or by emailing [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) and requesting a fillable electronic copy.

1. Submit the EPIC applications along with a letter of interest to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application and letter of interest may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application and letter of interest may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications received by the EPIC Human Resources Director will be logged and forwarded to the EPIC Public Service Training Coordinator for consideration of opportunities as needed.

If you have specific questions about the EPIC Public Service Training program, please contact:

David James Weller II, EPIC WV Public Service Training Coordinator  
304-596-2953 phone / 304-267-3599 fax  
[djweller@wvesc.org](mailto:djweller@wvesc.org)

**This is an open posting, and applications will be accepted for consideration as long as there is a need for new instructors.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.