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**Program Coordinator Checklist**

**General Responsibilities**

* + Serves as an advocate/expert resource for the mission to support implementation of CPR/AED programs in partnership with program Medical Director.
	+ Facilitates day to day communication with partner schools.
	+ Deliverers school-based and community educational workshops and/or training on Project ADAM and Heart Safe Schools.
	+ Assists school systems with problem solving barriers that exist in their Cardiac Emergency preparedness programs.
	+ Coaches and assists schools to achieve Heart Safe School criteria through Project ADAM.
	+ Logs communication and tracks Heart Safe School data from partner schools.
	+ Attends monthly Project ADAM program coordinator meetings and the annual national meeting.
	+ Assists with philanthropic efforts to obtain funding for local Project ADAM efforts.
	+ Participates in Project ADAM national committees.
	+ Collaborates with Project ADAM affiliates and other program coordinators.
	+ Promotes and maintains collaborative relationships with key program stakeholders.

**Program Coordinator – expertise/education in one or more of the following areas recommended**

* Nursing
* Healthcare Background
* Public / Community Health Education
* Emergency Medical Services
* Business/program development