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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