



Westhampton War Memorial Ambulance Association

3 Hazelwood Ave Westhampton Beach NY 11978

Office: 631-288-1760 Fax: 631-288-1898



Employment Opportunity - District Secretary

The **Westhampton War Memorial Ambulance Association** is currently accepting resumes for the position of a part time district secretary. 25 hours/week, Monday through Friday 1p-6p.

Minimum qualifications:

- be at least 21 years old
- have experience with NYS LOSAP Program
- have working knowledge of SCM program
- must know how to use ESO ePCR platform
- be proficient in Microsoft Office, including but not limited to Word and Excel
- have a valid NYS driver's license with a good driving record
- have good communication and organizational skills
- have a knowledge of current bookkeeping methods and procedures
- have experience driving a 911 ambulance
- preferred: CPR/EMT and EVOC or CEVO certified, but we will provide if necessary

Please email all resumes to

chief@westhamptonambulance.org