

COLFAX AREA RESCUE DISTRICT (CARD)

FULL-TIME SERVICE DIRECTOR

Working EMS Director — AEMT or Higher Required

The Colfax Area Rescue District is seeking an experienced EMS professional to serve as its first full-time Service Director. CARD provides emergency medical services to nine participating municipalities in Dunn County, Wisconsin. The Service Director leads and manages the District's day-to-day operations while also serving as a working member of the ambulance service and responding on emergency calls.

The Position

The Service Director reports to the nine-member CARD Board and is responsible for the overall administration, staffing, clinical readiness, regulatory compliance, financial support, equipment, training, billing coordination, and daily operation of the District. This is not a desk-only position. The successful candidate will regularly work in the field, provide patient care, and assist with ambulance coverage as operational needs require.

Primary Responsibilities

- Lead and supervise the daily operations of a multi-municipal EMS district.
- Respond on ambulance calls and provide patient care at the AEMT level or higher.
- Manage staffing, scheduling, employee support, recruitment, onboarding, performance, and training.
- Maintain licensure, credentialing, regulatory compliance, medical-direction requirements, clinical quality, and operational readiness.
- Oversee ambulances, equipment, medications, supplies, facilities, maintenance, purchasing, and replacement planning.
- Coordinate billing documentation, revenue reporting, Medicare and Medicaid requirements, and work with the District's billing vendor.
- Assist with budgets, financial projections, capital planning, grant administration, and Board reporting.
- Prepare a written monthly operational report and attend all regular CARD Board meetings.
- Build strong working relationships with employees, member municipalities, hospitals, dispatch, mutual-aid agencies, vendors, regulators, and the public.

Minimum Qualifications

- Current Wisconsin AEMT, Paramedic, or higher EMS license.
- Ability to maintain all CARD and Medical Director credentialing requirements.

- Valid driver's license and eligibility to operate District emergency vehicles.
- EMS leadership, supervisory, or management experience.
- Experience with staffing and scheduling, regulatory compliance, budgeting or financial administration, and operational oversight.
- Strong computer, communication, organizational, judgment, and problem-solving skills.
- Ability and willingness to work a full-time schedule that includes field response, administrative duties, Board meetings, and after-hours or emergency responsibilities as needed.

Preferred Qualifications

- Wisconsin Paramedic license.
- Degree in EMS, public administration, business, healthcare administration, fire science, or a related field.
- Experience managing an ambulance service, public-safety department, municipal service, or multi-jurisdictional organization.
- Experience with ambulance billing, grants, public budgeting, quality assurance, and medical-direction coordination.

Employment Information

- Full-time position.
- Compensation: Minimum Starting Annual Salary \$62,000, depending on qualifications and experience.
- Benefits: Medical, Dental, Vision, PTO, WRS
- Work location: Colfax, Wisconsin, with response throughout the CARD service area.
- Position is subject to background, driving-record, credentialing, and other pre-employment requirements established by CARD.

To Apply

Submit the following:

- Cover letter
- Résumé
- Professional references
- Copies or identification of current EMS licenses and relevant certifications

Submit by email to: colfaxrescuedistrict@outlook.com

Application deadline: Friday, October 16, 2026

The Colfax Area Rescue District is an equal opportunity employer. CARD does not discriminate on the basis of any status protected by applicable federal or Wisconsin law.