



SARTREX INTERNATIONAL SEARCH & RESCUE TRAINING EXCHANGETM

INSTRUCTOR SELECTION PROCEDURES INFORMATION & GUIDELINES

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Date: 19th of April 2024,

Subject: *Invitation to participate at SARTREX 2025 - Selection.
International Search and Rescue Training Exchange Program.*

DEAR VALUED POTENTIAL INSTRUCTOR,

Welcome to the SARTREX International Search and Rescue Training Exchange Program!

Our selection procedure is thoughtfully designed to ensure a fair, transparent, and comprehensive process for identifying individuals who align with the program's mission, values, and commitment to excellence in search and rescue education. As an instructor, your expertise and dedication are instrumental in shaping the next generation of SAR professionals, and we are thrilled to have you consider joining our team.

This selection procedure outlines the steps and criteria involved in the instructor selection process, including qualifications, teaching experience, commitment to learning, teamwork, and professionalism. We value your contributions and recognize the importance of creating an inclusive environment that fosters collaboration, learning, and skill development for all participants.

We understand that becoming an instructor for SARTREX is not just a role—it's a (volunteer) commitment to upholding the highest standards of teaching and mentorship in search and rescue education. We are here to support you throughout the selection process and beyond, ensuring that you have the resources and guidance needed to excel in your role.

Please review the following sections carefully to understand the key aspects of the selection procedure. If you have any questions or require further clarification, our program coordinators are available to assist you every step of the way. We appreciate your interest in SARTREX and look forward to the possibility of having you as part of our team.

Thank you for your dedication to the mission of international search and rescue excellence. We wish you the best of luck during the selection process and procedure!

If you have any questions during or about the selection procedure
please email us at selection@sartrex.org

*Looking forward to meeting you!
With kind regards the SARTREX Instructor selection procedure
committee,*

Robin van Bruggen

Founder / Program Lead / SARTECH2
Founder SARTREX
Country Coördinator NASAR Netherlands
Enhance International Responder Development



HOW DOES THE SELECTION PROCEDURE TAKE PLACE?

1. Selection for potential instructor candidates is year round, even when there is no program or event planned yet. Potential instructors are invited to apply through our website or sending an email to selection@sartrex.org.
2. Announcement of the SARTREX Program & Event.
3. Announcement of the opening of the selection procedure and deadline for application.
4. Instructors register through the website using the application form, they sign the liability waiver.
5. Instructors go through the rounds of application. - Refer to the Elimination process overview. After acceptance the potential instructor will receive a letter of pre-acceptation, **note this is not the full acceptance to the program.**
6. After all the administration, The application is completed, the Instructor will receive a welcome letter, with their official full acceptance to the SARTREX program.

INSTRUCTOR APPLICATION CONDITIONS INSTRUCTOR PREREQUISITES

- Must have and show proof that they are in possession of their own medical aid or medical insurance
- At least 5 year of experiences in (Ground based) Search and Rescue (volunteer/ professional / seasonal)
- Physically fit
- Age 21 to 65 years old.
- In possession of Personal Protective Equipment (PPE) according to the following industry standards.
- In possession of a 24 hour ready pack outlined by *The National Association for Search and Rescue (NASAR)* - **If attending to the physical part of the training exchange program. ([Can be found by clicking on this link.](#))**
- Be available during the time set out during the program - online or in person depending on your availability and possibilities as an instructor.
- No prior teaching or instructor experience is required **unless the discipline requires this for Safety standards.**

ABOUT THE SELECTION PROCEDURE

We recognize that serving as a mentor, instructor, or coach at SARTREX requires deep dedication and commitment. We understand that not everyone can commit to teaching in person at our international exchange event. Hence, we offer multiple options for you to impart your knowledge during our program.

We commend you for your dedication and hope to speak to you soon about the options!

If you are considering being a part of our movement, and ready to send your documentation, please let us know in your motivational letter in what way you would like to support our program!

WHAT TYPES OF COACHING, MENTORS & INSTRUCTOR ARE THERE?

Type 1: Online Mentorship & Coaches: These mentors are masters in online teaching, coaching, and education. They are generally responsible for writing our online e-learning modules or teaching those offered by *The National Association for Search and Rescue (NASAR)*, they host webinars, and providing coaching and guidance after the physical part of the event has ended. Most of the time this is done on a volunteer basis. Sometimes you will help with the selection procedures for the program, but generally, most of the time into assisting the self-development aspect of our SARTREX attendees through their coaching.

Type 2: Physical Mentors & Instructors: These instructors & mentors are only assisting with the physical part of the SARTREX program. Most of the time, these are volunteers.

Type 3: SARTREX STAFF / I-IMT / L-IMT Mentors & Instructors: These instructors will be guiding participants during the full length of the 3-month program both online and offline parts of the program. You help organize the in-person exchange event, and set out / teach the educational program and assist the international staff with guidelines or educational requirements.

Type 4: External Mentors & Instructors: Typically sent by our sponsors to teach about specific topics or products. Most of the time, they are teaching for 1 day, or have helped to develop some of our e-learning, or are presenters at our physical event or online teaching. External instructors won't usually stay at our sleeping locations or encampments. *Our external instructors are held to the same vetting standards as our other instructors.*

**IF YOU HAVE ANY QUESTIONS DURING OR ABOUT THE SELECTION
PROCEDURE PLEASE EMAIL US AT SELECTION@SARTREX.ORG**

HOW DO WE SELECT INSTRUCTORS

At SARTREX, we are committed to selecting instructors who possess not only the necessary expertise in their respective fields but also a passion for teaching, mentoring, and fostering a collaborative learning environment. Our selection process is designed to identify individuals who demonstrate excellence in both their practical skills and their ability to effectively convey knowledge to others.

WHAT DO WE VALUE IN OUR INSTRUCTORS & MENTORS?

- **Expertise:** Candidates must demonstrate expertise in their area of specialization within search and rescue operations. This includes relevant certifications, qualifications, and practical experience in the field. *(Instructor) Qualifications at The National Association for Search and Rescue (NASAR) are greatly appreciated.*
- **Teaching Experience:** We value individuals with a proven track record of effective teaching and mentoring. Candidates should have experience delivering training programs, workshops, or educational sessions, and the ability to communicate complex concepts clearly and engagingly. Yet this is not a pre-requisite, as we have a learning program designed for beginning instructors to develop themselves under the guidance of experienced instructors.
- **Commitment to Learning:** SARTREX is dedicated to continuous improvement and innovation in search and rescue training. We seek instructors who are committed to staying updated on the latest developments, best practices, and technologies in SAR, and who are enthusiastic about sharing their knowledge with others.
- **Teamwork and Collaboration:** Collaboration is essential in our program, and candidates should demonstrate the ability to work effectively as part of a team. Instructors should be supportive of their fellow instructors and mentors, contributing to a cohesive and inclusive learning environment.
- **Professionalism and Integrity:** Integrity and professionalism are paramount in the field of search and rescue. Candidates should uphold ethical standards and demonstrate respect, integrity, and professionalism in their interactions with participants, colleagues, and stakeholders.

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MOVING FORWARD TO UNITE-TRAIN-DEVELOP

At SARTREX, we place significant emphasis on the quality of our programs and instructors to ensure the delivery of top-notch non-profit international training exchange events. We encourage you to thoroughly review our procedures. *This procedure is in place both for online and offline educators.*

FULL INSTRUCTOR SELECTION PROCEDURE OUTLINE.

- 1. Application:** Interested candidates are invited to submit their applications by **email at: selection@sartrex.org**, including a resume or CV, a reference or referral we can contact, a motivational letter, relevant certifications, and a statement of teaching philosophy. This can be done at all times even when there is no SARTREX Program planned yet.
- 2. Review:** Applications are carefully reviewed by our selection committee, which includes representatives from SARTREX including external and internal subject matter experts.
- 3. Interview:** Shortlisted candidates may be invited for an interview to further assess their qualifications, teaching experience, and alignment with SARTREX's values and mission.
- 4. Reference Checks:** References may be contacted to verify candidates' qualifications, teaching experience, and professional reputation. If you have been a part of our program earlier as a participant, feel free to submit your application to!
- 5. Selection:** Final selections are made based on the overall fit with our selection criteria, as well as the availability of positions and program needs.
- 6. Acceptation in Our Instructor (Development) Program,** through our e-learning program you will get to learn about the organizational structure we have at SARTREX, safety procedures, policies, procedures, compliance, and teaching methods we implement at SARTREX so you and the participants have the best experience! We invite you to be open to this experience, as this program is designed for experienced and new instructors!
- 7. Welcome to the SARTREX Team!** After you completed the exam and received the valued *SARTREX Instructor Certification*, we welcome you onboard to our Instructor SARTREX Team! We hope to have you with us for a long term where you and our participants will learn a lot!

IF YOU HAVE ANY QUESTIONS DURING OR ABOUT THE SELECTION PROCEDURE PLEASE EMAIL US AT SELECTION@SARTREX.ORG

CAUSES FOR DIRECT ELIMINATION FROM THE PROGRAM

To protect the vital safety, integrity of the SARTREX event, courses and organization we have set the following following conditions. We thank you for your consideration, understanding and respecting of these standards during the sign-up process and being a part of our movement.

THE FOLLOWING CONDITIONS CAUSE DIRECT EXEMPT FROM ATTENDING/PARTICIPATING IN SARTREX EVENTS OR COURSES.

- Those with a criminal record or (affiliated) activities.
- Those on terrorist watch lists.
- Not agreeing to our policies, procedures, code of honor liability waiver, terms of service or other legal matters.
- Under the age of 21.
- Not being in the procession of a personal individual health insurance.

THOSE WITH THE FOLLOWING MEDICAL CONDITIONS (IF TEACHING AT OUR IN PERSON TRAINING EXCHANGE EVENTS)

- Heart disease or conditions.
- Muscular conditions.
- People with extreme mental health conditions
- Those with cardiac problems.
- Those with physical disabilities or deformations including deaf or blind people.
- Those who are wheelchair-bound.
- Those who can't swim.
- Those who refuse to adhere to country entry vaccination requirements.
- Communicable Diseases:
 - Individuals with communicable diseases or conditions that may pose a risk to the health of others during the event.

CAUSES FOR CONSIDERATION DURING SELECTION

Important note: The following conditions are **NOT** a direct cause for elimination during your application for SARTREX **Unless conditions are Debilitating** during courses or the SARTREX event, but will be taken into consideration during selection procedure by the selection board. If debilitating, will be a cause for direct elimination from the SARTREX event or courses.

- **Fear:**
 - Fear of water.
 - Fear of heights.
 - Fear of enclosed spaces (claustrophobia).
 - Fear of blood.
- **Severe Allergies:**
 - Individuals with severe allergies that may be triggered during outdoor activities or exposure to specific environments.
- **Respiratory Conditions:**
 - Individuals with respiratory conditions, including severe asthma, which may be adversely affected by (intense) outdoor or challenging environmental conditions.

OUR MENTOR & INSTRUCTOR DEVELOPMENT PROGRAM LEARNING PROGRAM OUTLINE 2/2:

Module 5: Mentorship and Support

- Building Rapport with Learners: Cultivate positive relationships with trainees to enhance learning outcomes and retention.
- Providing Ongoing Support: Explore strategies for providing mentorship and support beyond formal training sessions.
- Personal Development: Reflect on personal teaching styles and identify areas for growth as a mentor and instructor.

Module 6: Creating a Safe Learning Environment & Compliance within SARTREX

- How to provide a safe learning environment
- (Outdoor) Risk Management & The Safety Officer.
- Compliance rules & policies within SARTREX
- How to set boundaries for yourself and your SARTREX students
- SARTREX Instructor Expectations
- Mental health & instructing

Module 7: Program Implementation and Evaluation

- Implementing Training Programs: Develop strategies for implementing training programs effectively within the SARTREX framework.
- Program Evaluation: Establish criteria for evaluating the effectiveness of training programs and making continuous improvements.
- Future Development: Identify opportunities for ongoing professional development and collaboration within the SARTREX community.
- SARTREX Organizational structures.

Additional Modules & Learning Based on the Instructor's prior experience & certifications.

- Incident Management System (IMS) / Incident Command System (ICS) 100/200/300 (if instructor does not have these certifications).

Conclusion:

- Recap of Key Takeaways
- Action Planning: Develop individual action plans for applying newly acquired knowledge and skills in future training sessions.
- Closing Remarks and Certificates of Completion

**AFTER COMPLETION & EVALUATION YOU WILL
RECEIVE THE SARTREX INSTRUCTOR CERTIFICATION!**

Attachment 1: "Why join the instructing team at SARTREX?"

SARTREX INSTRUCTOR FAQ

Your skills, patience, and professional demeanor have inspired us over time, and we would like to invite you to become a potential instructor at SARTREX.

We are thrilled about the prospect of having you as a potential addition to our team. Your experience and expertise would undoubtedly be an asset to our mission for unity, training and development globally. In the attachments of this letter, you will find the information about SARTREX including dates.

Q: WILL I NEED TO PAY FOR HOUSING OR FOOD?

A: **No**, we got you covered for 15 days during your stay at the physical in person SARTREX event, your food accommodation will be arranged. - Any extra's are on your own cost.

Q: (HOW) WILL I BE COMPENSATED?

Maybe - if we are honest we can do this If funding allows it We will try as an instructor to compensate (partially) flight cost. We will take care that funds are transferred, again if funding allows.

If possible and if budget allows, a small pre-set fixed amount fee will be compensated for sharing your knowledge as an instructor. We are not expecting this will happen for the first edition, but are working hard to make this a possibility in the future.

Looking forward to our collaboration "so that others may live",
with kind regards,

Robin van Bruggen

Founder / Program Lead / SARTECH2
Founder SARTREX
Country Coördinator NASAR Netherlands
Enhance International Responder Development

Epic name in here

Founder / Program Lead / SARTECH2
Board Member SARTREX
Head of Mentor/Mentee Selection Procedure

