



Officer Position Description

DEAN OF RIDER EDUCATION

Your **role**; it's your major responsibility to always focus on:

CREATE, IMPLEMENT AND MANAGE PROGRAMS BASED ON DIRECTORS VISION AND PROGRAM PLAN

Here is some of the **specific knowledge** you will need to do this job well. What you don't know, we will teach you:

- Be familiar with and use the Rider Ed Handbook, the Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- Be familiar with GWRRRA's other Handbooks; know where you can go with questions
- Understand the information on Rider Ed Reports, how to use the information, who should use it and for what purpose
- Know the Director of Rider Education strengths and weaknesses and what you can do to help the program succeed
- How and what to delegate to ensure Rider Ed is operationally running smoothly, efficiently and effectively
- Know your website, its content and a working knowledge of the Rider Ed database-
<http://gwrra.org/regional/ridered/index.html>
- Know the levels program and maintain your Master level
- Know the MOU (Memorandum of Understanding) and abide by it
- Become familiar with the GW University concept and establish an ongoing working relationship with its Dean

There are certain **activities** necessary to ensure the success of GWRRRA University and Rider Education. You don't have to do them all yourself, on the contrary we encourage you to use your team as much as possible. Some are monthly, others during the year. Here they are:

- In concert with the Director of Rider Ed, ensure the quality of Rider Ed seminar presenters, trainers and coaches
- Work with the program coordinators to ensure the University Programs of MAD and Medic/FA are growing, running smoothly and producing the results they want.

- Manage the program reporting system and compile the Annual Report with the Director of Rider Ed
- Support each TEAM member but let them lead and be responsible for their position
- Monthly videoconference Meeting with Rider Ed CORE Team
- Monthly videoconference Meeting with your Region Educators, plus CORE
- Establish programs/processes to build, lead and encourage the Educator's throughout the organization
- Ensure the Educator of the Year Program is running smoothly and everyone has all the information they need or know where to get it
- Write an article for Insights, and other newsletters when requested
- Attend Wing Ding and with the Director of Rider Ed prepare the "Meet Rider Education" seminar
- Make sure the Rider Ed Booth at Wing Ding is fully staffed all the time with qualified staff to answer questions and give direction.
- Ensure the seminars at Wing Ding are scheduled, administered and delivered properly, efficiently and effectively.
- Be an Ambassador for Rider Education internally and externally
- Lead by example and be a superb communicator who readily shares relevant information with the TEAM.
- Understand the importance of succession planning and demonstrate same by identifying, training and coaching possible successors to your position

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)