



Officer Position Description

DIRECTOR RIDER COURSE PROGRAMS – SCHOOL OF RIDER EDUCATION & SAFETY

Your **role**; it is your major responsibility to:

CREATE, IMPLEMENT AND MANAGE RIDER COURSE 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 help you learn:

- 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 GWRRA'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 Course Programs are running smoothly, efficiently and effectively
- Know your website, its content and a working knowledge of the Rider Education database- <http://gwrro.org/regional/ridered/index.html>
- Know the levels program and maintain your Master level
- Know the MOU (Memorandum of Understanding) and abide by it
- Understand your position in the GWRRA University and establish an ongoing working relationship with the Dean of the School of Rider Education and Safety

There are certain **activities** necessary to ensure the success of GWRRA 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 Education, ensure the quality of Rider Courses, Instructors and Instructor Training
- Manage the program reporting system and compile the Annual Report with the Director of Rider Ed
- Participate in videoconference meetings with Rider Education CORE Team &/or Region Educators
- Establish programs/processes to build, lead and encourage the Instructors
- Attend Wing Ding and with the Director of Rider Education prepare the “Meet Rider Education” seminar
- 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.
- Coordinate all Riding Course training during the GWRRA Annual Wing Ding by establishing the course schedules, coordinating the student schedules and soliciting and recruiting such instructors as needed to fully staff the Wing Ding program
- Provide Riding Course Master Instructor Trainer/Master Instructor certification and Riding Course Instructor training updates at each Wing Ding as needed to insure all regions are up to date in training and any problems can be resolved.
- Work with the Regions to identify appropriate individuals as candidates for Master Instructor Trainers or Master Instructors. It is the responsibility of the Director - Rider Course Programs to certify Master Instructor Trainers with the consensus of the Region Director and Region Educator.
- Coordinate with the providing Region or District Educators and Event Sponsors for all Riding Course Instructor Training and quality review programs including the review and approval of all instructor candidates
- Maintain and approve Instructor Training Materials, Riding Course instructional materials, and all related forms.
- Evaluate or coordinate evaluation of the suitability and application of new vehicles (as requested by the Membership) for use in GWRRA Riding Courses.
- Maintain the National training equipment and material such that these can be used to support Wing Ding.
- Maintain the quality of training service provided by the GWRRA Riding Course Instructors by reviewing post course evaluations and addressing any concerns communicated from the field.
- Prepare and submit an Annual activity report (no later than January 31 of each year) to the Director - Rider Education for submission to the GWRRA Director, outlining the

current state of the program, the number of Rider Course Instructor Certification Programs (RCICPs), the number of Instructor Certification Courses (ICCs), the number of active certified Riding Course Instructors, and the number of certified Master Instructor Trainers and Master Instructors within the program

- Provide input to the monthly field update for the GWRRA Director related to the GWRRA Riding Course Program to the Director – Rider Education.
- Supply an article for the GWRRA Team Newsletter (Insight) on a quarterly basis or as requested by the Director – Rider Education and/or the Dean of the School of Rider Education & Safety.
- Communicate all program changes and update requirements to all Region Educators, and to the GWRRA Riding Course Master Instructor Trainers and Master Instructors.
- Train and Certify GWRRA Master Instructor Trainers and Master Instructors as required.
- Maintain all Master Instructor Trainer, Master Instructor, and Riding Course Instructor records such as new Instructor Applications and Certification Renewal forms. This information may be maintained using the GWRRA Rider Education and/or GWRRA University database.
- Coordinate all Riding Course training during the GWRRA Annual Wing Ding by establishing the course schedules, coordinating the student schedules and soliciting and recruiting such instructors as needed to fully staff the Wing Ding program.
- Provide Riding Course Master Instructor Trainer/Master Instructor certification and Riding Course Instructor training updates at each Wing Ding as needed to insure all regions are up to date in training and any problems can be taken care of.
- 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)