



Officer Position Description

DISTRICT RIDER EDUCATOR

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

HANDS-ON TRAINING AND COACHING OF CHAPTER EDUCATORS TO FACILITATE SAFETY TRAINING THROUGHOUT THE DISTRICT

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

- Read and understand the Rider Ed Handbook to answer questions concerning policies, procedures and requirements
- Read and understand the Officer's Handbook and refer to www.gwrra.org/oconnect
- Be aware of GWRRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- Understand the information on Rider Ed Reports and what to do with it
- Know your TEAM Members' strengths and weaknesses and what they need from you
- How to build a TEAM and keep it going and growing
- How and what to delegate to ensure RE is operationally running smoothly, efficiently and effectively
- Proficient use of the "Educators Toolbox" found on the GWRRRA Rider Education website in the "REP Officer Section".
- Know your website, its content and a working knowledge of the RE database-
<http://gwrra.org/regional/ridered/index.html>
- Knowledge of trends in Motorcycle safety, laws and gear
- Your budget and what is required to keep RE running financially strong
- Know the levels program and maintain your level, if not a Master strive to that level
- Know the MOU and abide by it

There are certain **activities** necessary to ensure the success of GWRRRA 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:

- Fill your entire TEAM with enthusiastic and qualified folks; try not to have someone in more than 1 position

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- 🏆 Support each TEAM member but let them lead and be responsible for their position
- 🏆 Work with the Director to plan and budget for Rider Education activities each year
- 🏆 Monthly videoconference Meeting with your Core TEAM
- 🏆 Monthly videoconferencing with your Chapter Educators
- 🏆 Attend monthly videoconference Meeting with your Region Educators
- 🏆 Administer, promote and support the Rider Education Program within the District by assisting the Chapter Educators and by monitoring the Rider Education activities, promotion and growth with each of the Chapters. (Communication with the Chapters is required in order to accomplish this!)
- 🏆 Work closely with Chapter Educators and teach all aspects of the Rider Education Program so they can successfully promote and grow the program at the Chapter level.
- 🏆 Work with the Chapter Directors to enlist their support and cooperation at the Chapter level.
- 🏆 Work with Chapter Directors in appointing Chapter Educators. The District Educator is the appointing authority; however consensus must be gained from the Chapter Director when appointing Chapter Educators.
- 🏆 Compile Chapter statistical reports monthly (quarterly at a minimum) for quarterly distribution to the RE (due no later than the 10th of April, July, October and January).
- 🏆 Review Chapter reports to identify areas that may require attention or assistance
- 🏆 Maintain the REP online database for the District.
- 🏆 Establish programs/processes to build, lead and encourage the Educator's throughout the organization
- 🏆 Write an article for the newsletters to convey information to the Chapter Educators within their District. Include relevant articles from or an electronic link to the Region and Team GWRRA news. Communicate with Chapter Educators!
- 🏆 Promote, conduct and participate in activities at District and Chapter levels that will expand the Rider Education Program such as seminars, safety meetings, etc.
- 🏆 Attend your District Rally - Provide training opportunities and activities for the purpose of promoting the Rider Education Program and supporting the Members. At a minimum, there will be a Rider Education booth or table along with presentation of the "core" Rider Education seminars. It is highly advisable to provide a CPR/First Aid course or annual renewal update.
- 🏆 Attend the annual Operations/Officer Conference/Meeting
- 🏆 Attend Wing Ding and home Region and/or District Conventions when possible, and assist with the Rider Education Program activities as requested.
- 🏆 Establish GWRRA Rider Training courses within their jurisdiction subject to agreements with state/provincial motorcycle safety administrators and availability of certified instructors.
- 🏆 Establish, promote and support GWRRA sponsored MEDIC First Aid CPR and First Aid training programs within their jurisdiction. The District CPR/First Aid Coordinator is

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the primary administrator for the GWRRA CPR/First Aid (including MEDIC First Aid) programs within the District and reports indirectly to the District Educator. The District Educator will work with the Region Educator and Rider Ed Team to ensure that current MEDIC First Aid certified instructors and training materials are available to support Member needs.

- 🏆 Coordinate with the Director for Certification of GWRRA University to make University Trainer Development Program (UTDP) training available as needed for interested University Trainers (suggested determination of need at least annually in the Region). This certification training should be made available to all Chapter Educators and any interested Members based on the certification process as outlined under the GWRRA University Trainer Certification process.
- 🏆 Establish, promote and support GWRRA sponsored Motorist Awareness Program
- 🏆 Coordinate with GWRRA Riding Course Master Instructors (MIs) and Master Instructor Trainers (MITs) serving their District to make them aware of scheduled GWRRA sponsored Riding courses. This enables the MI or MIT to make arrangements to conduct quality reviews of instructors. This improves the product we provide to the Members and allows the MI and MIT to maintain certification
- 🏆 Be an Ambassador for Rider Education internally and externally
- 🏆 Be a good steward of GWRRA Funds
- 🏆 Lead by example
- 🏆 Know that where TEAM GWRRA Educator goes in attitude, knowledge, skills and gear the Educators and Members go!

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)