



Officer Position Description

REGION RIDER EDUCATOR

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

COACH AND MENTOR DISTRICT EDUCATORS TO PERFORM AT THEIR HIGHEST ABILITY AND ENSURE SUFFICIENT, HIGH QUALITY SAFETY COURSES & INSTRUCTORS ARE PROVIDED THROUGHOUT THE REGION

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
- 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 Master level
- Know the MOU and abide by it
- Proficient use of the "Educators Toolbox" found on the GWRRRA Rider Education website in the "REP Officer Section".

There are certain **activities** necessary to 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
- 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
- Work with District Directors in appointing the District Educators. The Region Educator is the appointing authority; however consensus must be gained from the District Director when appointing District Educators.
- Compile District statistical reports monthly (quarterly at a minimum) for the Region quarterly report for distribution to the Director of Rider Education (due no later than the 15th of April, July, October and January).
- Review the District reports to identify areas that may require attention or assistance.
- Monthly videoconference Meeting with your Core TEAM
- Monthly videoconference Meeting with your Region Educators
- Administer, promote and support the Rider Education Program within the Region by assisting the District Educators and by monitoring the Rider Education activities, promotion and growth within each of the Districts
- Teach District Educators all aspects of the Rider Education Program so that they can successfully promote and grow the program at the District level
- Write an article for newsletters and others when requested, to convey information to the District Educators and the Chapter Educators within their Region.
- Promote, conduct and participate in activities at District and Region levels that will expand the Rider Education Program such as seminars, safety meetings, etc.
- Establish GWRRA Riding Training courses within their jurisdiction subject to agreements with state/provincial motorcycle safety administrators and the availability of certified instructors. Periodically set-up RCICP (Rider Course Instructor Certification Program) within their Region to train GWRRA Riding Course Instructors for use in the District's Riding Course Program
- Establish, promote and support GWRRA sponsored MEDIC First Aid CPR and First Aid training programs within their jurisdiction. The primary administrator for the GWRRA MEDIC First Aid (MFA) programs within the Region reports to the Director of CPR/First Aid programs and indirectly to the Region Educator (See Section [H.6.4.3](#)). The Region Educator will work with the Rider Ed Team in the selection and training of at least one MEDIC First Aid Trainer (Facilitator Trainer) within the Region. *(Note: the selected and trained MEDIC First Aid Trainer is NOT considered a Member of the Region Team, but is an ongoing volunteer function in support of the MEDIC First Aid training program coordinated with the Region Educator.)*
- 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).

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At a minimum, the Region Educator will train the District Educators to conduct this certification training within their Districts.

- 🏇 Establish, promote and support GWRRA sponsored Motorist Awareness Program
- 🏇 Work closely with the District Directors to enlist their support and cooperation at the District level.
- 🏇 Monitor the REP online database for the Region ensuring that the Membership data is being entered and updated correctly.
- 🏇 Attend the Region Operations Meeting
- 🏇 Attend and run the Annual Rider Education Meeting
- 🏇 Attend Wing Ding - support and assist with the Rider Education activities as requested
- 🏇 Attend Region Rally - Provide training opportunities and 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.
- 🏇 Coordinate with GWRRA Riding Course Master Instructors (MIs) and Master Instructor Trainers (MITs) serving their Region 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
- 🏇 Assist with establishing programs/processes to build, lead and encourage the Educator's throughout the organization
- 🏇 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)