



# Officer Position Description

## DEAN OF TRAINING

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

### CREATE, IMPLEMENT AND MANAGE PROGRAMS BASED ON DIRECTOR'S 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 GWRRA U 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 Training Reports and how to use the information, who should use it and for what purpose
- Know the Director of Training strengths and weaknesses and what you can do to help the program succeed
- How and what to delegate to ensure GWRRA University is operationally running smoothly, efficiently and effectively
- Know your website, its content and a working knowledge of the GWRRA University LMS and IMS systems
- Remain at the least a Master Instructor level
- Know the MOU (Memorandum of Understanding) and abide by it
- Become familiar with the GWRRA University concept and establish an ongoing working relationship with the Dean of Rider Education

There are certain **activities** necessary to ensure the success of GWRRA University. 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 Training, ensure the quality of GWRRA University Training offerings, presenters, trainers and coaches
- Work with the University Directors to ensure that Programs, Technology, Policy and Systems, and Trainer Certification programs and processes are growing, running smoothly and producing the results needed.

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- 🌐 Ensure all needed reports are accurate, timely and delivered and/or accessible to the people who need them, and compile the Annual Report with the Director of Training
- 🌐 Support each TEAM member but let them lead and be responsible for their position
- 🌐 Monthly videoconference Meeting with University CORE Team
- 🌐 Monthly videoconference Meeting, along with the Director, with your Region Trainers, plus CORE
- 🌐 Establish programs/processes to build, lead and encourage the Trainer's throughout the organization
- 🌐 Ensure the Trainer 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 Training prepare the forums
- 🌐 Make sure the Training 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 GWRRRA University 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)

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