



# Officer Position Description

## *DIRECTOR OF TRAINING*

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

DISCOVER, DEFINE AND DEVELOP THE NEXT LEVEL OF TRAINING DIRECTION FOR GWRRA AND PROVIDE LEADERSHIP, COACHING AND MENTORING TO ENSURE ITS HIGHEST QUALITY IMPLEMENTATION THROUGH THE TEAMS.

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 Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- Be familiar with GWRRA U Handbook
- Be familiar with GWRRA's other Handbooks; know where you can go with questions
- Understand the information on GWRRA Reports for all Programs and how to use the information, who should use it and for what purpose
- Know you and your TEAM's reporting obligations and to whom
- How to mentor and coach your Region Trainers to help them build a TEAM of Trainers and keep it going and growing
- 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 Director of Rider Education
- Latest trends in adult education, training and learning management systems

Approved 8/2015

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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:

- 🌐 Write and implement an annual strategic plan for your role and assist the Region Trainers in doing a similar plan to submit to their Region Directors
- 🌐 Assess the Regions monthly progress and adjust if necessary
- 🌐 Ensure the following happens monthly:
  - Meeting Region Trainers
    - Monthly video conference with Region Trainers
    - Monthly video conference with GWRRA University Core TEAM
  - Participate in all National TEAM Meetings
  - Snapshot Reports are completed monthly
  - Produce a bulletin for all University Trainers
- 🌐 Identify, coach and mentor your replacement
- 🌐 Working with TEAM GWRRA Director coach and train the Director to build TEAM GWRRA as an interdependent horizontal TEAM
- 🌐 Coach and train TEAM GWRRA Director to coach and train the Deputy Directors so they understand and can coach and train their responsible Region Directors
- 🌐 In concert with the Dean of Training, ensure the quality of GWRRA University Training offerings and presenters, trainers and coaches
- 🌐 Continuously assess strengths and restraints of the team members and coach them to improve performance
- 🌐 Attend Wing Ding and with the Dean of Training prepare the forums
- 🌐 With the Dean of Training, make sure the Training Booth at Wing Ding is fully staffed all the time with qualified staff to answer questions and give direction.
- 🌐 With the Dean of Training, manage the scheduling of Seminars at Wing Ding
- 🌐 Be an Ambassador for GWRRA University internally and externally
- 🌐 Lead by example and be a superb communicator who readily shares relevant information with the TEAM.
- 🌐 Ensure all Region positions are filled with the right people doing the right things
- 🌐 Advise and coach TEAM GWRRA Director as needed
- 🌐 Attend the monthly video conference with the TEAM GWRRA
- 🌐 Encourage participation in the Trainer of the Year Award program
- 🌐 Process Officer Appointment paperwork and archive
- 🌐 Communication liaison between TEAM GWRRA and membership
- 🌐 Write and submit articles periodically to publications
- 🌐 Wear appropriate clothing
- 🌐 Proactively support GWRRA and its program

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