



# Officer Position Description

## DIRECTOR OF UNIVERSITY CERTIFICATION

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

ENSURE HIGHEST QUALITY CERTIFICATION PROGRAMS ARE RESULTING IN A FACULTY OF SKILLED PRESENTERS, TRAINERS, COACHES AND EVALUATORS.

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, the Rider Education 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 and Rider Education Reports and how to use the information, who should use it and for what purpose
- 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 University 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 Training and 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 and the Director of Rider Education, ensure the quality of GWRRA University presenters, trainers and coaches
- Work with the University Directors and Deans as necessary to make certain the appropriate number of presenters, trainers and coaches are available and certified in all areas

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- 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
- Ensure you have clarity of the visions from Directors of Training and Rider Education and the outcomes they are envisioning
- Ensure the creation of the certification programs with the assistance of both Training and Rider Education that produce high quality, capable and competent instructors of the certification programs
- Establish programs/processes to build and uphold the standards of the certification of Presenter, Trainer's throughout the organization
- Working with the Deans of Training and Rider Education, create the policies necessary for smooth operations, clarity and consistency of the programs and monitor for adherence
- Ensure the Certification Courses are up to date and meet the needs of the University and the Presenters, Trainers and Coaches at all levels
- Ensure a well-trained, quality panel of evaluators is available for evaluations as required
- Write an article for Insights, and other newsletters when requested
- Attend Wing Ding and with the Director of Training and Dean of the University prepare the forums
- Assist with the Training Booth at Wing Ding as possible to ensure it is fully staffed all the time with qualified staff to answer questions and give direction.
- 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.
- 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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