



Officer Position Description

DISTRICT TRAINER

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

PROVIDE SUFFICIENT HIGH QUALITY TRAINING TO MEET THE NEEDS OF THE LEADERS AND MEMBERS IN THE DISTRICT. COACH THE DIRECTORS TO BUILD INTERDEPENDENT HORIZONTAL TEAMS AND QUALITY LEADERSHIP IN THE CHAPTERS.




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 GWU Handbook
- Be familiar with GWRRA's other Handbooks; know where you can go with questions
- Know you and your TEAM's reporting obligations and to whom
- How to mentor, coach and build a TEAM of quality Trainers and keep it going and growing
- Be at the least a Senior level Instructor working on the Master Instructor level
- Know the MOU (Memorandum of Understanding) and abide by it

There are certain **activities** necessary to ensure the success of your District. 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:

- Have FUN! Enthusiasm is contagious!
- Write and implement an annual strategic plan for your role as the District Trainer, confer with Rider Ed and MEC, and present a training plan to your District Director
- Assess the Districts monthly trainings and adjust if necessary
- In partnership with the District Director coach the Director to build the District TEAM as an interdependent horizontal TEAM. Guide them to the appropriate training programs in GWRRA University
- Coach the District Director on techniques to coach the Chapter Directors to ensure quality leadership

- 🌐 Ensure that the District is providing training opportunities for all levels, members and leaders
- 🌐 Ensure the following happens bi-monthly:
 - 🌐 Meeting Trainers in your District
 - Facilitate a bi-monthly video conference with Trainers in your District to update them and keep them current on information and training opportunities available
 - Confer with Rider Ed and MEC in your District to assess training needs and create a plan of action
- 🌐 Participate in all District TEAM Meetings and participate in the monthly video or live conference to share updates from Training and the University
- 🌐 Participate in all video conferencing with your Region Trainer
- 🌐 Communicate regularly with your Region Trainer, they are your resource
- 🌐 Identify with the Directors assistance, your replacement then train, coach and mentor
- 🌐 Continuously assess strengths and needs of the trainers and coach them to improve performance
- 🌐 Communicate with District Director to provide updates from Training and the University
- 🌐 Maintain accurate records of trainers within your District and assist them with renewals and updates, communicate that to your Region Trainer, then archive
- 🌐 Process renewal applications of all Trainers, send to Region Trainer and archive
- 🌐 Maintain accurate training records and complete reports as required
- 🌐 Attend District rallies and/or Education Day, as possible and participate
- 🌐 Attend Region rally and/or Education Day and participate with training opportunities
- 🌐 Attend Wing Ding if possible and participate in training offerings
- 🌐 At Wing Ding volunteer to staff the Training Booth and be prepared to answer questions and give direction.
- 🌐 Take advantage of every opportunity to evaluate trainers and coach them
- 🌐 Be aware of all training needs throughout the District and assess when new trainers are needed, then identify, coach and mentor them. Work with Rider Ed and MEC to do the same.
- 🌐 Provide specialty training in the District; Horizon Program, OCP, UTDP
- 🌐 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.
- 🌐 Encourage participation in the Trainer of the Year Award program
- 🌐 Present any new Trainer, or delegate to someone, with patches, pins and certificate
- 🌐 Communication liaison between TEAM GWRRA, University Trainers and membership
- 🌐 Write and submit articles periodically to publications

-  Make certain the District websites display accurate Training/University information
-  Wear appropriate clothing
-  Proactively support GWRRA and its program

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)