



Officer Position Description

REGIONAL TRAINER

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

ENSURE HIGH QUALITY TRAINERS ARE PROVIDING SUFFICIENT TRAINING OPPORTUNITIES WITHIN THE REGIONS. COACH THE DIRECTORS TO BUILD INTERDEPENDENT HORIZONTAL TEAMS AND QUALITY LEADERSHIP.

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 GWRRRA U Handbook
- 🎯 Be aware of GWRRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- 🎯 Know you and your TEAM's reporting obligations and to whom
- 🎯 How to mentor and coach your District Trainers to help them build a TEAM of 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 Region. 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 and assist the District Trainers in doing a similar plan to submit to their District Directors
- 🎯 Assess the Region and Districts monthly training opportunities; be certain that training is being offered to all levels, members and leaders. Adjust as necessary.
- 🎯 Ensure the following happens monthly:
 - Meeting District Trainers
 - Facilitate a monthly video conference with District Trainers
 - Monthly video conference with GWRRRA University TEAM

- Participate in all Region TEAM Meetings
- Confer with Rider Ed and MEC in your Region to assess training needs and create a plan of action
- In partnership with the Region Director, coach the Director to build the Region TEAM as an interdependent horizontal TEAM. Guide them to the appropriate training programs in GWRRA University
- Coach the Region Director to coach the District Directors so they understand and can coach their responsible Chapter Directors to ensure quality leadership
- Identify, with your Directors assistance, your replacement and train, coach and mentor
- Continuously assess strengths and needs of the Trainers and coach them to improve performance
- Communicate with Region Directors for updates from Training and the University
- Maintain accurate records of trainers within your Region and assist them with renewals and updates
- Process renewal applications of all Trainers
- Maintain accurate training records and complete reports as required
- Attend Region rally and/or Education Day and participate with training opportunities
- Attend District rallies and/or Education Day, as possible and participate
- Attend Wing Ding 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 training needs throughout the Region and assess when new trainers are needed, then identify, coach and mentor them
- Provide specialty training in the Region; 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.
- Ensure all District positions are filled with the right people doing the right things
- Encourage participation in the Trainer of the Year Award program
- Process Officer Appointment paperwork and archive
- Install any District 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 Region and 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)

Approved 8/2015

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