

8/6/2012

PRSPS Job Description – Public Boating Chair

Job Title: Chairman, Public Boating

Reports to: Educational Officer

Rank: Lieutenant

Summary:

Administers USPS basic boating courses presented to the general public. These courses are one of the most important activities of the squadron and are the key means of providing membership growth. Coordinates the activities of Instructors, proctors and assistants to provide welcoming and informative presentations. Organizes logistical details, providing for materials, supplies and classroom space.

Scope:

This position is one of four key area administrators reporting to the SEO that control the operation of the Educational Department. This position is responsible for all public boating courses. The incumbent advises the SEO and directly participates in overall planning activities.

Key Responsibilities:

- Consulting with the SEO, establishes an annual schedule for each course.
- Schedules classroom facilities with the Assistant Educational Officer.
- Orders all instructional materials, and monitors expenditures against the Educational Department budget. An inventory of unused material is maintained.
- Publicizes course and equipment fees, collects them and ensures that they are promptly remitted to the Treasurer. Participates in the preparation of the annual budget.
- Orders and administers Exams for each course.
- Assigns course topics to qualified instructors, arranging for replacements if needed.
- Consulting with instructors, evaluates proctors and assistants for future instructors, advising the SEO and ASEO accordingly.
- Recruits new instructors, subject to SEO approval.
- Promotes each class with the aim of reaching as many boaters as possible.
- Ensures that complete records are maintained for each class session, and furnishes required information to the ASEO.

Job Requirements:

The Chairman is appointed annually by the Commander on the advice of the SEO. Once appointed the incumbent serves until a new candidate is selected. Candidates for this position should have administrative experience with all aspects of the educational program; have extensive teaching experience with both advanced grade and elective courses, and hold the advanced grade of AP. Organizational ability will be required. Completion of Instructor Development and certification are required.