

8/6/2012

PRSPS JOB DESCRIPTIONS –Supplemental Programs, Assistant Chair

Job Title: Assistant Chair, Supplemental Programs

Reports to: Supplemental Programs Chair **Rank:** Lieutenant

Summary:

Works closely with and assists the Supplemental Programs Chair with the organizing, planning, and presentation of an extensive program of 1-day seminars, and the new on-the-water Boat Operator Certificate (BOC) program, as further described in the job description for the Supplemental Chair.

Scope: This position is in one of the four key administrative areas in the Education Department. Due to the large and public scope of the large seminar program and the newness of the BOC on-the-water program, an assistant to the Chair is necessary. This is considered an “entry-level” position, where the incumbent can assist the chair and learn, with an eye to potentially moving into the chairmanship or other key positions within the Education Department.

Key Responsibilities:

- Consults with the Supplemental Programs Chair on annual scheduling of seminars and BOC on-the-water training activities
- Assists in organizing logistical details and staffing, providing materials for distribution.
- Assists the Supplemental Programs Chair in the design and distribution of promotional materials to attract participants.
- Assists the Chair with on-site registration procedures and necessary record-keeping.
- Act in place of the Chair when the Chair is not present.
- Become familiar with the organizational structure and procedures of the Education Department and the Supplemental Programs in particular.

Job Requirements:

The Assistant Chair is appointed annually by the Commander, upon the advice of the SEO. Once appointed, the incumbent serves until a replacement is selected and installed.

Candidates for this position should have a demonstrated commitment to the education program of the USPS and PRSPS as evidenced by completion of courses, proctering, and/or past experience in education.