

8/6/2012

PRSPS Job Description –Supplemental Programs Chair

Job Title: Chairman, Supplemental Programs

Reports to: Educational Officer

Rank: Lieutenant

Summary:

Administers major programs presented to both the general public and squadron members. Plans and presents 1-day seminars on topics of specific interest. Currently there are 22 seminars available from HQ for use, with more in the planning stages. Administers the new BOC Program and other on the water events. Coordinates the activities of Boat Operator Certifiers. Interprets certification requirements and procedures. On the water activities are major new USPS initiatives that bolster our mission to provide more innovative ways to serve the needs of boaters and generate future membership growth. Projects in other areas may be assigned by the SEO.

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 the activities of the Seminar, BOC programs and others. The incumbent advises the SEO and directly participates in overall planning activities.

Key Responsibilities:

- Consulting with the SEO, establishes an annual event schedule.
- Organizes the logistical details of seminars, providing materials and classroom facilities.
- Orders all instructional materials and supplies and monitors expenditures against the Department budget. An inventory of unused material is maintained.
- Designs and implements a promotional campaign that will attract participants.
- Publicizes and collects course and equipment fees, Participates in the preparation of the annual budget.
- Assigns seminar topics to qualified presenters, arranging for replacements if needed.
- Recruits new seminar presenters, subject to SEO approval.
- Arranges for and trains seminar assistants to register participants and assist the presenters.
- Promotes activities with the aim of reaching as many boaters as possible.
- Ensures that complete records are maintained for each seminar or on the water activity.
- Advises and assists class chairmen from other areas that wish to schedule on the water activities

Job Requirements:

The Chair is appointed annually by the Commander on the advice of the SEO. Candidates for this position should have extensive experience with instructing and administration, a strong record of educational achievement and hold the grade of AP. Completion of Instructor Development and certification are required.