

8/6/2012

## **PRSPS JOB DESCRIPTIONS –Public Boating Course, Assistant Chair**

**Job Title:** Assistant Chair, Public Boating Courses

**Reports to:** Public Boating Course Chair                      **Rank:** Lieutenant

### **Summary:**

Works closely with and assists the Public Boating Course Chair with the organizing, planning, and presentation of a regular program of USPS Safe Boating courses offered to the public, as further described in the job description for the Public Boating Course Chair.

**Scope:** This position is in one of the four key administrative areas in the Education Department. Due to the large scope and importance of the Public Boating Course 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 Public Boating Course Chair on annual scheduling of public boating classes
- Assists in organizing logistical details and staffing, providing materials for distribution.
- Assists the 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.
- Responsible for room set-up, with projection screen, projector, and sound system.
- Provide assistance with Membership recruitment activities in association with Membership Committee
- Arrange for providing coffee, snack foods, lunch, and beverages for participants and staff in the all-day boating and charting/GPS courses
- Become familiar with the organizational structure and procedures of the Education Department and the Public Boating area 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.