
VOLUNTEER INSTRUCTOR POSITION DESCRIPTION

POSITION TITLE: VOLUNTEER *-BOAT OREGON INSTRUCTOR*

TIME REQUIREMENT: 6-8 hours per class, plus preparation time. Instructors are requested to offer a minimum of 2 years of service and teach 2 courses per year.

BENEFITS:

- ▲ Instructor plans and conducts courses that fit their schedule.
- ▲ Can instruct during the weekday or weekends. Classes can be broken into multiple sessions or one day training.
- ▲ Share your boating experience and local knowledge with other boaters.
- ▲ Volunteer incentives, with an annual recognition event.
- ▲ Make a difference by promoting safe boating practices to help reduce accidents, injuries and property damage.

SPECIFIC FEATURES AND RESPONSIBILITIES:

- Plan, promote, organize and conduct the *Boat Oregon* course within the local community.
- Instruct the *Boat Oregon* course according to the standards set by the Oregon State Marine Board.
- Be familiar with and observe Oregon boating rules and regulations.
- Be familiar with all sections of the *Boat Oregon* Instructor Manual and audio-visual materials.
- Be able to operate and maintain audio-visual equipment used in teaching the *Boat Oregon* course, including a television, video cassette player, laptop computer, overhead projector, slide projector, and /or PowerPoint projector.
- Complete course forms and maintain course records and submit them to the Marine Board as required.
- Adhere to the policies and procedures set forth by the Marine Board.
- Display a willing attitude to deal with the public in a professional, courteous and helpful manner.
- Present a neat, clean and professional appearance at all times when representing the Marine Board.

QUALIFICATIONS:

- Be at least 21 years of age.
- Pass a criminal history check conducted by the Marine Board Law Enforcement Division Manager.
- Have successfully completed a boating safety course approved by the National Association of State Boating Law Administrators (NASBLA) and have an Oregon Boater Education Card.
- Have a minimum of one year of power boating experience.
- Have a minimum of 40 hours teaching and/or public speaking experience.
- Ability to conduct classes in a professional manner, be a role model for students, accept other peoples values and opinions and interact with public in a polite and helpful manner.

TRAINING PROVIDED: Training required on policies and procedures, teaching techniques, and lesson plan content; 8 hour training class. U.S. Coast Guard Auxiliarists, Marine Patrol, or other certified boating safety instructors need to attend a 4-hour orientation.

REVOCATION OF CERTIFICATION

The Marine Board reserves the right to revoke an Instructor's certification for failure to maintain an active status or for non-compliance with the policies and procedures in the Boat Oregon Instructor Manual.