

KANSAS BOATING EDUCATION COURSE VOLUNTEER INSTRUCTOR POSITION DESCRIPTION

Job Title: Kansas Boating Education Course (KBEC) Instructor
Responsible To: Boating Education Coordinator

MINIMUM QUALIFICATIONS A Kansas Boating Education Course (KBEC) Instructor Candidate shall:

1. Be at least 21 years of age.
2. Pass a criminal background check.
3. Have successfully completed the Kansas Boating Safety Course.
4. Powerboating experience preferred, but not required.
5. Have teaching and/or public speaking experience.

TIME REQUIREMENT

8 hours per class, plus preparation time. Instructors are required to teach a minimum of 1 class per year and complete recertification training once every 3 years to remain certified.

DUTIES AND RESPONSIBILITIES A KBEC Instructor must:

1. Plan, promote, organize and conduct the Kansas Boating Safety Course within a local community.
2. Instruct the Kansas Boating Safety Course according to the standards set by the KDWP Boating Education Section.
3. Be familiar with and observe Kansas boating rules and regulations.
4. Be familiar with all sections of the Kansas Boating Safety Course Instructor Manual.
5. Complete online course forms and maintain course records, ensuring they are submitted in a timely manner as required.
6. Adhere to the Policies and Procedures set forth in the KBEC Instructor Manual.
7. Teach/co-teach a minimum of one course each year
8. Attend and complete an Instructor Re-Certification Training once every three years.
9. Display a willing attitude to deal with the public in a professional, courteous and helpful manner.
10. Present a neat, clean and professional appearance at all times while representing KDWP.
11. Adhere to KDWP Code of Conduct

REVOCATION OF CERTIFICATION

The Boating Education Coordinator reserves the right to revoke a certification for failure to maintain an active status, misconduct, or for non-compliance with KBEC Policies and Procedures as stated in the KBEC Instructor Manual.