



# COMMUNITY COLLEGE

## OF RHODE ISLAND

Office of Human Resources

### POSITION DESCRIPTION

**POSITION:** Coordinator – Motorcycle Safety Program

**LOCATION:** Center for Workforce and Community Education

**REPORTS TO:** Director of Community Services

**PAY GRADE:** CCRIPSA 10

**HOURS:** Non-standard; 35 hours per week  
Weekend and evening hours as necessary

**JOB SUMMARY:** To provide overall coordination of CCRI's Motorcycle Safety Programs.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

Coordinate the operation of CCRI's Motorcycle Safety Programs (including but not limited to BRC, ERC, ARC, and other special programs).

Recruit, hire, train, supervise and evaluate instructors and examiners for the Motorcycle Safety Programs.

Schedule a Rider Coach Preparation Course for new instructors; monitor the recertification requirements of Rider Coaches; provide continuing professional development opportunities for all instructors.

Schedule class offerings and assign instructors to all motorcycle programs.

Monitor classes and motorcycle ranges.

Assist program staff in improving data collection systems; compile data and write reports as required.

With the Director, prepare and revise curriculum for the Motorcycle Safety Program to comply with federal and state regulations and align with the Motorcycle Safety Foundation standards. Develop written policies and procedures, establish program standards, and modify as needed.

Evaluate instruction, programs, examinations and outcomes to ensure the quality of service and continuation of funding. Advise and assist the Director with implementation of program improvements.

Assists the Director with approving and evaluating training programs offered by external organizations as stipulated by RIGL 31-10.1-1.2.

Oversee the maintenance and security of the CCRI fleet of motorcycles.

#### Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Develop and maintain a good working relationship with program stakeholders (including but not limited to other CCRI departments, law enforcement agencies, dealers, safety associations, schools, RIDMV, Department of Revenue, Department of Transportation, Office on Highway Safety, the Motorcycle Safety Foundation, AAA of Southern New England, National Safety Council, and others)

With the Director and the Marketing Department, develop promotional materials as needed to increase public awareness and promotion of the Motorcycle Safety Program through active community outreach.

Assist the Director with the preparation of program budgets and maintain related financial records.

Provide an appropriate learning environment, including selecting, ordering and maintaining educational supplies, materials and equipment.

Maintain knowledge of, promote, and adhere to the International Driver Examiner Code of Ethics.

Monitor records of attendance and completion for participants of Motorcycle Programs.

Prepare and submit monthly payroll for instructors and examiners.

Perform additional, related duties as may be assigned to accomplish program objectives.

**LICENSES, TOOLS AND EQUIPMENT:**

Must possess valid driver's license and operate a motor vehicle. Must possess a valid motorcycle rider license endorsement.

**ENVIRONMENTAL CONDITIONS:**

Must be able to work in adverse weather conditions.

**QUALIFICATIONS:**

Bachelor's degree required, master's preferred. Certification as a MSF Rider Coach Trainer. A minimum of three years of teaching and/or managerial experience required; experience as a motorcycle safety instructor preferred. Excellent presentation and communication skills. Knowledge of general marketing principles. Understanding of safety and risk management principles as well as the principles of vehicle dynamics and physical science as they relate to motor vehicles. Free of traffic violations for the past three years. Valid RI driver's license and valid motorcycle license. Must have own transportation.

***CCRI is an Equal Opportunity / Diversity Employer.***