## KANSAS BOATING EDUCATION COURSE

**INSTRUCTOR POSITION DESCRIPTION**

Job Title: Kansas Boating Education Course (KBEC) Instructor

Responsible To: Boating Education Coordinator and/or Boating Education Instructor Area Coordinator

**TIME REQUIREMENT**

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

**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 classroom version of the Kansas Boating Safety Course within the previous five years.

4. Have a minimum of one year of power boating experience.

5. Have a minimum of 40 hours teaching and/or public speaking experience.

**DUTIES AND RESPONSIBILITIES** A KBEC Instructor must:

1. Plan, promote, organize and conduct the Kansas Boating Safety Course within the local community.
2. Instruct the Kansas Boating Safety Course according to the standards set by the Kansas Department of Wildlife, Parks & Tourism 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 and audio-visual materials.
5. Be able to operate and maintain audio-visual equipment used in teaching the Kansas Boating Safety Course including a television, DVD player, laptop computer, and PowerPoint projector.
6. Complete online course forms and maintain course records and submit them in a timely manner as required.
7. Adhere to the Policies and Procedures set forth in the KBEC Instructor Manual.
8. Teach/co-teach a minimum of one course each year and 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 KDWPT.

**REVOCATION OF CERTIFICATION**

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