

## Model Job Description for a District AUXPAD Coordinator

### **AUXPAD Coordinator**

Under the general direction of the Commodore, the Chief of Staff and the Operations Training Officer, and under the direct supervision the Chief of Prevention (DDC-P) the AUXPAD Coordinator shall:

- a. Be responsible for the overall Auxiliary Paddlecraft (AUXPAD) program with internal partners including the Commodore (DCO), Chief of Staff (DCOS), Coast Guard District RBS Staff Officers (DSOs) and the Office of the Director.
- b. Coordinate with all concerned Auxiliary RBS organizations, report, and recommend District actions to the DCO.
- c. Develop, review, and update paddlecraft safety materials for members and for outreach to the general public.
- d. Provide informational and resource opportunities for the membership through the use of newsletters, web pages, and Auxiliary education and training materials.
- e. Work with the Directors for Education, Public Affairs, Public Affairs, Dealer Visits, Operations and Vessel Examinations to provide subject matter expertise in paddlecraft safety issues in support of the total AUXPAD program goals and general recreational boating safety goals.
- f. Mentor, train and develop members to be prepared to implement Auxiliary AUXPAD missions.
- g. Ensure that members' questions are answered promptly through efficient management of communications.