

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

Safety & Ed Coordinator

QUALIFICATIONS

As the person responsible for safety and education matters in the Chapter and the community, the Safety & Ed Coordinator must be a person of integrity who is organized and in public relations activities can communicate well with school administrators, teachers, and students.

TIME REQUIRED

The Safety & Ed Coordinator will need to devote approximately 30-40 hours per month to the job for telephone\computer and paperwork, preparation of the programs, and presentations of the programs. Each month there is an Officers meeting and a Chapter meeting.

BASIC DUTIES INCLUDE:

1. Contacting all high schools in Peoria and Tazewell counties, as well as schools in surrounding communities as requested, to set up schedules for classroom presentations.
2. Coordinate with other Safety & Ed Coordinators of local chapters to eliminate duplicity.
3. Reporting activities of the office at the Officers meeting.
4. Casting one vote on issues before the Officers or Chapter meetings.
5. Sending in reports and required paperwork to State.
6. Recruiting and training volunteers as instructors and workers for classroom presentations.
7. Scheduling instructors and workers for each school presentation.
8. Acquiring reports after each school presentation and providing statistics to the State A.B.A.T.E. Safety & Education Coordinator by the end of each month.
9. Being involved in, encouraging, other Chapter activities such as non-alcohol poker runs, CPR classes for Chapter members, presentations at senior citizen centers and church meetings and any other activity which would promote the safety and education program.
10. Setting the date, promoting, and providing a signup sheet for the Experienced Rider Course on an annual basis.
11. Preparing an article for the monthly Chapter newsletter.
12. Maintaining inventory related Safety & Ed Supplies for job performance.
13. Performing other duties as requested by the Executive Board.

Retyped July 2021