

Division Staff Officer, Program Visitor (SO-PV)

REF: U.S. Coast Guard Auxiliary Manual COMDTINST M16790.1 (series).
Recreational Boating Safety Visitation Program Best Practices Guide
(<http://safetyseal.net/manuals/RBSVPBestPracticesGuideOCT04.pdf>).
Program Visitor Certificate (CG 5234) (ANSC 6022).
RBS Visitation Activity Report (ANSC 7046).
Mfg ID Code & Mail Label form (CG-5093) (ANSC 7047).
Auxiliary Web Site (<http://www.cgaux.org>).

DUTIES

The SO-PV duties and responsibilities, consistent with the applicable Auxiliary policies, are as follows:

1. Exercise staff responsibility and supervision over all matters pertaining to the Division's Recreational Boating Safety (RBS) Visitation Program.
2. Maintain close liaison with the District Staff Officer - Program Visitor (DSO-PV) in order to implement the RBS Visitation Program (RBS-VP) established for nation-wide, district-wide, or division use. (An Assistant District Staff Officer - Program Visitor <ADSO-PV> may be the contact instead of the DSO-PV)
3. Develop Division program objectives and goals to support those developed at the District level.
4. Develop an implement plan utilizing all local resources to achieve the objectives and goals.
5. Immediate supervisory responsibility for your office is vested in the Division Vice Captain (VCP). Cooperate with the VCP in every way to ensure the Division's RBS-VP is effectively administered.
6. Coordinate and cooperate with the SO-MT to increase the number of qualified Program Visitors.
7. Encourage increased RBS-VP activity and maintenance of uniformly high standards.
8. Inform Program Visitors of correct uniforms and procedures to follow.

GENERAL DUTIES

1. Be familiar with the Reference items as pertains to RBS-VP.
2. Hold at the Division level, for the FSO-PVs, any required workshops for Program Visitors. Offer make-up workshops when necessary.

3. Work diligently to ensure the quality and integrity of all Partner visits.
4. Encourage continued qualification of new Program Visitors by assisting in organizing and supervising periodic training sessions and workshops.
5. Maintain current records of Program Visitors' activities and maintain a list of Partners. Inform the DSO-PV as to any new Program Visitors or revisions to the list of Partners being visited by members of your Division.
6. Maintain close liaison with the DSO-PV and FSO-PVs to ensure prompt and direct exchange of information vital to the conduct of the program.
7. As requested submit reports to the Division Vice Captain (VCP) about the progress and activities involved in carrying out assigned duties and on the status of the program visits. Attend all Division meetings. Submit reports to the DSO-PV on a regular basis.
8. Work with any U.S. Power Squadron units in the area to coordinate RBS Visitation Program activity with their Program Visitors.
9. Perform other duties, as may be requested/assigned.

SPECIFIC DUTIES:

1. Oversee and coordinate the Division RBS Visitation Program, assisting Program Visitors to schedule visits without duplication, assigning areas to ensure all Partners are covered.
2. Develop and utilize a local Partner list for your local area
3. Upon leaving the office of SO-PV turn over all relevant records and materials to your successor.