

POSITIONS
APPLY BY
HIRE DATE

Motorcycle Safety Adjunct Instructor (Non-Benefitted)
Posted until filled.
Spring 2024

DIVISION
REPORTS TO
CLASSIFICATION
POSTING DATE

Public Safety
Motorcycle Safety Coordinator
Hourly (Non-Exempt)
February 22, 2024

SUMMARY

Applications are being accepted for qualified candidates to fill an adjunct Motorcycle Safety RiderCoach position at Southwest Tech in Fennimore, WI. This person will be responsible for instructing a variety of students ranging from beginners with little to no motorcycling experience, to proficient riders and every level in between. This person will be responsible for teaching the MSF (Motorcycle Safety Foundation) curriculum as intended by the MSF and follow Southwest Tech protocols. A RiderCoach is responsible for providing a Safe, Positive and Fun environment for the students to learn.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Proficient motorcyclist, riding a minimum of 6,000 miles each 3-year Wisconsin Certification period.
- Own and maintain one's own motorcycle.
- Valid Class M Driver's License and satisfactory driving record.
- Prepare and deliver course content to maximize student learning, which includes but is not limited to, organizing day-to-day lessons, classroom set-up, range set-up, student assessment.
- Demonstrate the ability to perform basic motorcycle maintenance.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA).
- Ability to operate a five-pound dry chemical fire extinguisher.
- Stay current with First Aid and CPR certification and be prepared to respond to crashes and injuries during a course.
- Wear appropriate apparel and safety gear while instructing.
- Confirm the ability to spend extended periods of time (approx. five hours) on the range.
- Confirm the ability to up-right a training motorcycle.
- Follow agency policy, procedures, and protocol in all activities.
- Demonstrate promptness and preparedness for classroom, lab, and instruction and maintain all areas of use.
- Demonstrate current knowledge, skills, and attitudes.
- Model core abilities as outlined by the college.
- Continuously evaluate student progress providing formative and summative assessment through formal and informal means.
- Provide applications-based learning activities that accommodate a variety of learning styles.

TRAINING, EXPERIENCE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and / or abilities required.

- Training or willingness to obtain the following training:
 - Complete an application to the DOT, attend and successfully complete a DOT-approved instructor preparation course in Wisconsin and its subsequent requirements.
 - WMSP (Wisconsin Motorcycle Safety Program) RIDERCOACH PREPARATION COURSE
 - Three weekends, three days each weekend from 7:30am-5:00pm
 - RCP1

- May 3 & 4, 2025
- May 10 & 11, 2025
- May 16, 17 & 18, 2025
- RCP2
 - June 7 & 8, 2025
 - June 14 & 15, 2025
 - June 20, 21, & 22, 2025
- - Meet MSF (Motorcycle Safety Foundation) standards and follow the RiderCoach Code of Ethics.
 - Follow the Wisconsin Motorcycle Safety Program Handbook as well as the Wisconsin Administrative Rule Trans 129.
- Skills / Experience
 - Demonstrate good organizational skills.
 - Excellent communicator, including good public speaking and listening skills.
 - Neat in work and appearance.
 - Teaching/presentation experience preferred.
 - Ability to work effectively in a team-based, quality environment.
 - Ability to effectively communicate, both orally and in writing.
 - Computer knowledge of Microsoft PowerPoint, email, and internet.

PHYSICAL REQUIREMENTS

Position requires: Sitting, riding, stooping, reaching, standing, walking, talking, hearing, and seeing; lifting up to 50+ pounds on a regular basis.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2314 or email humanresources@swtc.edu

WAGE RANGE

Adjunct Hourly Range \$20.00 - \$33.00

Adjunct positions are non-benefitted.

Adjunct instructors are provided computer access while on campus and all work performed off campus will be done on personal equipment.

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

PLEASE NOTE: All candidates selected for an interview will be required to have completed the MSF basic rider course within the past year or willing to complete it prior to attending a RiderCoach prep training to become a certified RiderCoach.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.