

TRR OJT (On the Job Training) PROGRAM

Message from Joe Mornini:

The OJT Program for wounded or disabled veterans participating in Team River Runner is an opportunity for professional growth and skill building in many areas. The OJT Veteran will be working 10 hours each week on regular Team River Runner activities, in all phases: Outreach, program delivery and instruction, and follow up (ORS) to each paddling session. The idea is to build Chapter Leadership from within the program. Additionally, the OJT Veteran will develop Leadership Skills that will be applicable to other careers. Each OJT Veteran will have one or more (team approach) mentor to provide advice, and support as is needed. There is additional funding available for training and TRR outreach. This ground breaking program is funded by Disabled Sports USA-a national leader in adaptive sports.

Requirements and Expectations for OJT Program

Requirements of Veteran in OJT program

- Disabled member of the armed forces or disabled Veteran who is currently eligible for services through the VA
- Work 10 hours a week x 30 weeks @ \$15.00 an hour (*total of 300 hrs.*)
- OJT Veteran will be under contract employment through TRR-N and will be given a 1099 tax form
- Complete and submit required OJT documentation in a timely manner to Mentor(s) and or TRR-N -Weekly reporting of OJT Hours within ORS

Requirements of Mentor(s) in OJT Program

- Chapter Coordinator or designated volunteers are eligible to mentor OJT Veteran
- Ability to provide 1:1 feedback and instruction towards goals and objectives of the program
- Provide a foundation of growth for the OJT Veterans
- Complete and submit required OJT documentation in a timely manner to TRR-N

Program Start and End Date

- Program start date begins on January 12, 2015. Completed and submitted "Initial Goals and Objectives" to TRR-N is required prior to official start date
- Start date is to be no later than Monday March 2, 2015 -OJT Program ends September 30, 2015

Training / Outreach Stipend

- Reimbursement for training opportunities and TRR outreach to underserved areas is available. Please contact Dave Robey dave@teamriverrunner.org to enquire information, submit for training funds and TRR reimbursement requirements and policies

OJT Veteran Training Requirements

- Veterans achievement of TRR "Paddler" and or "Instructor" Endorsement Level 1-4
- Participation in 2015 Deep Creek Leadership Clinic; June 7 – 13, 2015
- Veteran specific paddling instruction and education will be provided to each OJT veteran. Please communicate with Dave Robey dave@teamriverrunner.org regarding veterans paddling ability and goals towards education/certification prior to the event -Opportunities for completion of TRR "Paddler" or "Instructor" Endorsement (Level 1-4), ACA Skills Courses, ACA Skill Assessments and or ACA Certification/Endorsement may be available -Leadership Seminars will also be provided to OJT veteran

Potential Categories for Growth of OJT Veterans

Administrative Support -Managing TRR Paperwork -Managing VA paperwork and volunteer requirements
-ORS Management

-Facebook Page Management -Other Social Media Management (*Instagram, twitter*) -Individual Chapters Website Management

Pre-Trip Planning Procedures -Event planning and coordination (*When, Where, Why and Who?*)

-Coordination w/ volunteers (*Email, Phone calls*)
-Coordination w/ veteran' paddlers (*Email, Phone calls*)
-Coordination w/ community partners (*local non-profits providing disabled paddling opportunities*) -Equipment logistics coordination and or maintenance

Event/Trip Implementation

-Event coordinator responsibilities (*including managing volunteers*)
-Shuttle/Logistics coordination -Equipment distribution
-Safety talk facilitation
-Trip leader responsibilities (*appropriate setting*)

Community Outreach/Fundraising/Promotion

-Promotion of TRR mission to community businesses/partners -Promotion of TRR Mission to Veteran Service Organization (*Donations*) -Coordinate local fundraiser w/support from local business
-Coordinate with local paper or TV station regarding program/paddling event

Veteran Outreach

-Outreach to VA Clinicians/Staff (*Social Workers, Recreation Therapist, Mental Health Professionals, Polytrauma Clinicians and Inter Disciplinary Team members*) - Outreach to Individual veterans in the community - Outreach to Veteran Service Organizations
- Outreach to Veteran University Clubs
- Outreach to Local Vet Center programs

Paddling Education/Instruction

-TRR "Paddler" and or "Instructor" Endorsement (Level 1-4), ACA Skills Courses, ACA Skills Assessment Completion, Leadership Seminars @ Deep Creek Leadership Conference
-Teaching skill appropriate progression to veteran(s); pool, lake and or river kayaking sessions
-Management of documentation of Skills Progression Checklist
-Development of kayaking training relative to Paddlers Endorsement Requirements

Weekly Reporting of OJT Hours within ORS

Logging OJT hours is an important aspect of the OJT Program. Listed within the requirements from DSUSA, is that OJT Veterans hours are to be documented to ensure proper reporting at the end of the grant period. To help simplify this process and to allow seamless integration into TRR-N standard online reporting system, a summary report of veterans hours and responsibilities are to be inputted with the ORS on a weekly basis.

A simple "How-To" tutorial has been created to ensure that each Veteran has the knowledge and reference material to report his or her OJT hours each week. Click here to download the "OJT Guidelines for Weekly

Reporting". As a Mentor, you will be responsible for ensuring this process is implemented and completed in a timely manner. Here are few things you will need to do ensure the OJT Veteran is able to complete this task:

1. Within ORS, set up veteran as a "Site Secretary". To do this, the OJT veteran must be set up as "Staff". Create a "Login" and Password" for the OJT Veteran.
2. Print or share the "OJT Guideline for Weekly Reporting" document with the OJT Veteran. He or she can reference this form when reporting weekly hours.
3. Educate the veteran on how to access the ORS database via the TRR website and sign in using his or her "Login" and "Password".