

NATIONAL CADET SCHOOL PROGRAM ASSISTANT COORDINATOR

Reports to: Cadet Programs Support Services Program Manager (CAP/CPS)

Function: To assist in implementing the Cadets at School program.

Responsibilities include:

- Serve as a subject matter expert on Cadets at School programs and provide senior leadership and local leaders in the field with expert advice and assistance; collect and publicize best practices relating to the overall school program
- Help develop policies to promote school-based units; assist in developing and updating publications
- Conduct web-based training for school-based unit personnel
- Analyze school-based unit performance statistics; call attention to trends, areas needing improvement, and areas of excellence
- Perform other duties as assigned

Desired requirements for the position:

- Level IV required; Level V preferred.
- Prior completion of TLC Intermediate, current credential preferred
- Prior experience in managing a CAP school squadron (as designated by an -800 series charter number)
- Professional expertise in education
- Proficiency with Microsoft Outlook and Word

Reports to: Cadet Programs Support Services Program Manager (CAP/CPS)

Term of Service: Three years

Frequent Contacts: CAP/CP, CAP/CPS, Volunteer Leadership, CAP Membership, external stakeholders (educators and school administrators)

Additional Duty: Yes

Membership remains at the member's current unit/wing/region level: Yes

Eligible for National Staff Badge: No

Requires cap.gov email: Yes

Requires NHQ access to Microsoft Teams: No

This is a volunteer position and does not include any salary or benefits.