

National Staff Position: Safety Guidance and Tools Team Lead

Reports to: Chief of Safety

CAPSafety is looking for volunteers skilled in and passionate about *developing safety guidance and tools*. We are also looking for the right member to lead this team. If interested in either of these roles, please read through the following and provide the information requested. We look forward to hearing from you!

Vision for CAPSafety Guidance and Tools: Develop and continuously improve safety tools and directive and non-directive guidance to ensure clarity and alignment across all CAP functions.

What we need from you...

- Complete and submit the questionnaire at the end of this solicitation (*also available as a separate PDF document at www.qocivilairpatrol.com/nationalstaff*)
- Provide a current resume with demonstrated experience for this role
- Submit a one-page cover letter explaining what makes you the ideal team member.
- Provide three names and contact information of people who could, if asked, provide relevant information about your fitness for this role.

What we will look for...

- Attributes of working effectively and competently as a member of a team.
- Experience writing safety policy and/or regulations
- Experience writing safety guidance to ensure additional clarity beyond policy and regulatory requirements
- Ability to develop tools (such as those used in safety risk management) widely applicable across a range of functional operations
- Use of technology, software, and/or applications to develop safety risk management tools

How we will evaluate you...

- Completed questionnaire.
- Resumé and cover letter review.
- Informal interviews with current CAP/SE paid and volunteer staff.
- Discussions with others who have interacted with you.

What we will evaluate you on...

- Capacity to attend weekly progress review meetings (about 60 min per week – normally after 6PM Eastern time)
- Capacity to work on projects collectively and independently (about 120 min per week)
- Attributes of an ideal team player
 - Easily admits mistakes
 - Willing to take on work for the benefit of the team
 - Shares credit for team accomplishments
 - Readily acknowledges opportunities for growth
 - Offers and accepts apologies graciously
 - Willing to do more than required - even if it isn't called for

- Has a passion for the mission of the team
- Takes personal responsibility for the overall success of the team
- Willing to take on tedious or challenging tasks when necessary
- Look for opportunities to contribute beyond are of responsibility
- Generally understands what others are feeling during meetings and conversations
- Shows empathy to others on the team
- Demonstrates an interest in the lives of others
- Is an attentive listener
- Is aware of how words and actions impact others on the team
- Adjusts behavior and style to fit the nature of a conversation or relationship

Interested in being considered for the Team Lead role for the CAPSafety Guidance and Tools Team?

- What will the Team Lead be responsible for?
 - Serves as member of the CAPSafety Leadership Team (CSLT)
 - Provides direction to supporting team members
 - Reviews the work of supporting team members and submits to CSLT for acceptance
- If interested, please include the following additional information:
 - In your cover letter, describe your experience and attributes that would make you an ideal Team Lead
 - Answer the additional question in the questionnaire
- The following additional criteria will be used to evaluate candidates for the Team Lead role:
 - Minimum of 5 years as a member of CAP
 - Achieved a Master Rating – preferably in the Safety Officer Specialty Track
 - Experience serving in a safety duty position is preferred
 - Ability to build and maintain a team
 - Effectiveness in facilitating team meetings
 - Competency in organizing and prioritizing work in collaboration with team members
 - Responsiveness to team members
 - Providing effective positive and improvement feedback to team members
 - Willingness to receive and act on feedback from team members
 - Deals directly and empathetically with behaviors in team members that detract from team performance and morale
 - Flexibility in dealing with team challenges

Questionnaire: Please answer and submit the following questionnaire as part of your application package

1. I am willing to attend at least one, 1-hour progress review meeting per week

Never Sometimes Usually

2. I have the capacity to work on projects either with the team or independently at least 2-hours per week

Never Sometimes Usually

3. I easily admit mistakes and apologize when necessary

Never Sometimes Usually

4. I am willing to take on work tasks as assigned by the Team Lead

Never Sometimes Usually

5. I am willing to take on tedious or challenging tasks when necessary, even if it means I occasionally need to devote additional time to getting them done

Never Sometimes Usually

6. I look for opportunities to contribute even when it's beyond my primary area of responsibility

Never Sometimes Usually

7. I listen attentively to others when I'm working with a team

Never Sometimes Usually

8. I openly and constructively receive and give feedback, even if it's difficult to do so

Never Sometimes Usually

If you would like to be considered for the Team Lead role of this team, please answer the following:

I am willing to serve as a member of the CAPSafety Leadership Team and will attend a 1-hour meeting per week (after normal business hours) to provide status updates on my team's progress

Yes No