

TLC-Intermediate Coordinator (299)

Reports to: Sr. Program Manager, Cadet Curriculum & Learning Development

Function: The National Cadet Team is in search of a highly experienced Cadet Programs Officer to join the National Cadet Team to organize virtual TLC-Intermediate courses. The ideal individual will be a seasoned instructor with significant managerial and leadership skills and the practical know-how to organize high-quality virtual training.

Responsibilities include:

- **Develop a Pool of Instructors** – Recruit, vet, train and maintain a pool of instructors and course directors to deliver at least six high-quality virtual training courses each year, on opposing months as TLC-Basic.
- **Virtual Instructing skills** – Support course directors and instructors to ensure they are utilizing virtual training techniques that foster an engaging and quality learning experience.
- **Course Attendance** – Stay engaged with courses to monitor quality and to offer support. It is not required that you attend each course in full, but that you observe enough to have a firm grasp on the quality of the courses delivered.
- **Management** – Coordinate with National Staff, course directors and instructors regularly and provide general oversight.

Desired requirements for the position:

- Completion of Level IV is required, Level V preferred.
- Possess a working knowledge of the course content of the TLC courses.
- Must have comfort leading virtual trainings and utilizing digital meeting platforms, such as Microsoft Teams, as well as a reliable internet connection.
- Prior experience teaching TLC courses is necessary.
- Possess executive admin skills required to schedule courses, manage registration, organize instructors, etc. ~~Multi-tasking~~ will be required to manage multiple courses on different schedules.
- Knowledge of methods and practice of teaching adult learners online is helpful.
- Proficiency in Microsoft software: Excel, Teams, PowerPoint, Word
- Master-Rated in Cadet Programs

Term Limit: No Term limit, but reviewed annually

Hours Requested: average 6 hours a month

Additional Duty: Yes

Eligible for National Staff Badge: No.

Requires capnhq.gov email or cap.gov: cap.gov

Requires NHQ access to Microsoft Teams: No

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