

Civil Air Patrol National Headquarters
Communications Training Section Lead

Position Description

ROLE

The Communications Training Section Lead is a volunteer position responsible for designing and overseeing skill and other learning development for CAP communicators. To be successful in this role, you must have demonstrated experience designing, planning, and organizing training and educational curriculum to meet mission needs. Though the ideal candidate would also have CAP communications experience, that is desired, but not required as this position will have ready access to numerous subject matter experts.

Position reports to: Alan Altis, Program Manager, Command and Control Communications

Direct reports: Deputy Training Section Lead; National Emergency Services Academy (NESA) Communications School Lead; NESA Mobile Training Team (MTT) Communications Curriculum Coordinator; and additional staff performing aspects of training such as planning, drafting written materials, creating videos, planning events, etc., assembled as needed.

RESPONSIBILITIES

Training Goals

1. Works to provide communications training to support CAP's Congressionally mandated missions: emergency services, cadet programs, and aerospace education
2. Prepares CAP members to use all applicable communication equipment
3. Make CAP members comfortable using and motivated to use authorized communications equipment and methods
4. Encourages CAP members to pursue the CAP communications specialty track and become CAP communicators

Duties

1. Oversee learning activities, curriculum, and resources
2. Organize and lead the Training Section
3. Foster a culture of excellence, including commitment, integrity, service, respect, collaboration, continuous learning, quality, and self-accountability within the Training Section
4. Lead the Training Section to:
 - a. assess skills and learning required to meet current and developing mission requirements;
 - b. vet, train, and evaluate trainers and educators;

- c. implement training strategies;
 - d. design and implement metrics and reporting tools to measure training effectiveness.
5. Leads members of the Training Section to produce quality training materials in a timely manner
 6. Partner with Operations Section (DOKO) and Planning & Programs Section (DOKP) to ensure communications training is aligned with current and future communication program needs
 7. Work closely with the Senior Program Manager for Operations Training, Standardization and Evaluation to ensure communications training meets overall operational mission needs and requirements
 8. Coordinates with the Education and Training staff for integration of communications training into national systems and professional development standardization

REQUIREMENTS

1. CAP senior member having completed Level III or higher
2. Experience with multiple training principles and practices
3. Experience organizing training activities for volunteers
4. Project management experience
5. Experience leading diverse volunteers working remotely
6. Excellent written and verbal communication skills
7. Experience with online learning management systems
8. Familiar with eServices tools used in communications (Communications Equipment Management System, Operations Library, Operations Qualifications, Radio Infrastructure Management System, Training Plan, Web Mission Information Reporting System and/or Whiskey Tango Message System)
9. Experience working with / leading CAP cadets

Also Valuable:

1. Communications specialty track, with senior or master level preferred
2. Knowledge of radio communications principles and methods
3. Command or other unit, wing or region leadership experience
4. Air Force, DoD or other mission partner communications experience