

DCP DEVELOPMENT COORDINATOR

NATIONAL CADET TEAM

The National Cadet Team is in search of a highly experienced Cadet Programs Officer to join the team's leadership team and serve as its DCP Development Coordinator. The ideal individual will combine managerial expertise, great people skills, and the practical know-how needed to help fellow volunteers in the DCP role.

Position Reports To: Youth Development Training Manager

Key Responsibilities

1. **Subject Matter Expertise.** Possess an extensive working knowledge in both the current Cadet Program and the specific needs of the DCP role. Be able to answer questions and connect DCPs with resources and individuals to support them in their job duties.
2. **Promote a sense of Community among DCPs.** Help DCPs to connect with one another, identify obstacles, facilitate solutions, and promote crosstalk between DCPs
3. **Welcome Wagon.** When a new DCP is appointed, the DCP Development Coordinator will reach out to each new DCP to orient them to the position, answer questions and connect them to resources.
4. **TLC – Advanced.** Serve as the Course Director for virtual TLC-A courses at least biannually. Set up dates, coordinate instructors, handle course logistics, etc.
5. **Training.** Identify other training needs and facilitate the development of these resources.
6. **Monthly DCP Chat.** Attend the monthly DCP virtual meeting; distribute information
7. **Communication.** Maintain active, open communication with volunteer colleagues and serve as a conduit of information between volunteers and employees.
8. **Youth Development Conference.** Have an active part in planning and implementing the annual Youth Development Conference for DCPs.
9. **Other assigned duties.** As related to DCP development.

Eligibility Requirements

- Minimum grade of Major
- Master-Rated (or Senior rated with a plan to get Master) in Cadet Programs
- Prior experience as a Wing DCP or Assistant DCP
- Familiarity with eServices tools, as it relates to the DCP position
- Must have comfort leading virtual trainings and utilizing digital meeting platforms, such as
- Microsoft Teams, as well as a reliable internet connection.
- Proficiency in Microsoft software: Excel, Teams, PowerPoint, Word
- Position is ADY from current unit

Application Instructions

To apply for this position, visit <https://www.gocivilairpatrol.com/members/cap-national-hq/member-services/volunteer-staff-vacancies> Please include a resume with the application form.