



Warthog Squadron

Operations Squadron Community Service NCO

Job Description

The Community Service NCO is responsible for assisting the Community Service Officer and steps into position during his/her absence. The Community Service NCO will report directly to the Community Service Officer.



Operations Squadron Community Service NCO

Job Description

1. The Community Service NCO is responsible to assist with developing programs for TX-922 to serve our school and local communities.
2. Assists with coordination of events with Community Service Officer, Cadet Leadership, SASI/ASIs, and Events Planning Officer.
3. Submits recommended community service events to Community Service Officer for approval.
4. Helps coordinate events with community entities where cadets can provide services to the community.
5. Provides Mission Support Sq. Commander with community service participant names to have records updated on WINGS.
6. Works with Public Affairs Officer to ensure cadet exposure is available through media channels.
7. Recommends community service events where maximum cadet participation is encouraged.
8. Ensures Cadet Community Service hours are updated on a regular basis.

Requirements



The Community Service NCO position is normally assigned to a Junior Cadet (AS-2/AS-4), who displays leadership and communication skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Staff Sergeant

The minimum Aerospace Science (AS) level for this position is an AS-2

This position is highly recommended for cadets who possess the communication skills needed to provide educational presentations to a variety of audiences. Additionally, such cadet must be able to represent the AFJROTC program as a primary ambassador to the mission.