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| Drill & Ceremonies Squadron Commander |
| Job Description |
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| The Cadet Drill and Ceremonies Squadron Commander is responsible for the overall participation and training of squadron cadets. Such cadet is the liaison between the Drill & Ceremonies Squadron Staff, the Group Commander, and SASI/ASI. |
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Raptor Squadron

Drill & Ceremonies Squadron Commander

Job Description

# Requirements

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The Drill & ceremonies Squadron Commander Position is normally assigned to a Senior or Junior Cadet (AS-2/AS-4), who displays leadership skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Captain

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

This position is highly recommended for cadets who have successfully completed at least one level of Cadet Leadership training and who have held a leadership position during the previous years.

The Cadet Drill & Ceremonies Squadron Commander must lead by example in all areas.

1. As the Drill & Ceremonies Squadron Commander, you must hold yourself and your staff to the highest standard. NO EXCUSES. The D&C Squadron is the ambassador of the program to all outside agencies and therefore represents what our program is about.
2. Responsible for training, scheduling, and supervising all squadron teams.
3. Responsible for establishing and maintaining written team policies and guidance (Standard Operating Procedures – SOPs) and providing a copy to the SASI/ASI.
4. Responsible for maintaining a Drill & Ceremonies Binder, which includes policies and procedures, team guidance, rosters, etc.
5. Coordinates and communicate with the Operations Squadron Commander on all team activities and upcoming events where D&C Teams are involved.
6. Establishes an event calendar and ensures proper coordination and planning takes place.
7. Establishes practice schedules for all drill teams.
8. Maintains accurate records of each team member’s practices, performances, and community service hours.
9. Responsible for maintaining equipment records, inventories, and notifying when supplies are needed to SASI/ASI.
10. Schedules and prepares drill team members for drill meets. Researches and develops exhibition drill performances.
11. Leads the cadet drill teams in ceremonial functions.
12. Builds and leads Cadet Recruiting in coordination with Top Staff, APT and Planning Officers, to visit feeder schools.
13. Recruits qualified cadet drill team members.
14. Ensures Teams’ morale is maintained at a high with conflict resolution performed in a professional manner.
15. Must attend all staff meetings or ensure squadron representation is present.
16. Conducts staff meetings on a regular basis.
17. Provide all resources needed by staff to complete their duties.
18. Delegates tasks to all team leaders and armory personnel.
19. Coordinates with Logistics Squadron staff to ensure all personnel have adequate uniform equipment readily available, fitted for upcoming competitions.
20. Ensures teams are properly manned to provide support for events when needed.
21. Provides task lists to all leadership personnel within squadron.