



Warthog Squadron

Operations Squadron Events Planning NCO

Job Description

The Events Planning NCO assists with the planning and coordination of all events AFJROTC is involved including extracurricular activities. The Event Planning NCO will report directly to the Operations Sq. Commander.



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1. The Events Planning NCO must be able to keep proper discipline, maintaining their uniform and keeping proper grooming always to lead by example. They must also be able to delegate different tasks throughout their flight without causing any problems and confusion.
2. The Events Planning NCO will assist the Event Planning Officer and the Operations Squadron Commander with the planning, coordination and execution all special group activities.
3. Must be able to step up and take on responsibilities, lead other cadets, pick cadets that you think are able to get a job done, train these cadets in their specific job, scheduling these members of the flight, and most importantly you must be able to delegate different tasks that involve your flight to the other Planning members.
4. Assists Events Planning Officer submit after action reports for any event that has taken place. This means he/she must be able to explain how the events went and what happened at that specific event.

Requirements



The Events Planning NCO Position is normally assigned to a Junior Cadet (AS-2/AS-3), who displays leadership and management skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a 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 skills needed to plan and coordinate all events AFJROTC cadets are involved in.

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5. Helps coordinate with the Public Affairs Officer to discuss points of contact for each event dated.
6. Assists with updating the AFJROTC TX-922 calendar with any scheduled field trips, competition events, challenges, community service events, and other activities that our AFJROTC unit will be participating in so we can be informed about the event beforehand and it will also help assist the organization of the next school years' calendar.
7. Assist Event Planning Officer with master plans for every event scheduled for JROTC. This means he/she assist creating an itinerary for each event that plans the whole day and shows specifically what will be doing next at that event and what time we will be doing that specific activity.
8. Recruit members to fill up vacancies within section.
9. Maintain and work and task schedule for organization.