



# Warthog Squadron

## Operations Squadron Recruiting NCO

### Job Description

The Recruiting NCO is responsible to assist the Recruiting Officer with the coordination of all events related to the recruiting of new cadets. The Recruiter NCO will report directly to the Recruiting NCO and the Operations Sq. Commander.



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1. The Recruiting NCO must be able to keep proper discipline, maintaining their uniform and keeping proper grooming always to lead by example. Such cadet must also be able to delegate different tasks throughout the flight without causing any problems and confusion.
2. The Recruiting NCO should be able to speak publicly without hesitation in front of a small or big crowd.
3. Responsible to assist Recruiting Officer with setting up schedules and training of all the Recruiting members whenever it is necessary.
4. Assists in coordinating recruiting events with APT Commander, Operations Officer, Color Guard Commander and specialty team leads to ensure full participation takes place in support of the recruiting mission.
5. Responsible to assist the Recruiting Officer, SASI/ASIs and Group Commander recruiting annual cadet quota.
6. Assists with planning of events promoting AFJROTC and the TX-922 program in and outside of our school.

## Requirements



The Recruiting 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.

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7. Helps coordinate for drill team exhibitions, recruiting displays, cadet presentations, and question and answer session for the annual visits to BISD middle schools.
8. Develops briefing/recruiting teams for feeder schools or other events.
9. Assists to coordinate with appropriate units for support when events are scheduled.
10. Prepares recruiting displays to promote AFJROTC at Rivera ECHS.
11. Assists with the preparation, processing, and mailing of recruiting letters to middle school Eight grade students.
12. Manages the supply of AFJROTC recruiting brochures.
13. Coordinates with the Public Affairs Officer for recruiting information.