



Warthog Squadron

Operations Squadron Recruiting Officer

Job Description

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



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1. The Recruiting Officer 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 Recruiting Officer should be able to speak publicly without hesitation in front of a small or big crowd.
3. Responsible for setting up schedules and the training of all the Recruiting members whenever it is necessary.
4. Coordinates recruiting events with fellow 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 SASI/ASIs and Group Commander recruiting annual cadet quota.
6. Plans events promoting AFJROTC and the TX-922 program in and outside of our school.
7. Coordinating for drill team exhibitions, recruiting displays, cadet presentations, and question and answer session for the annual visits to BISD middle schools.

Requirements



The Recruiting Officer 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 2nd Lieutenant

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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8. Developing briefing/recruiting teams for feeder schools or other events.
9. Keep Operations Squadron Commander, Superintendent, SASI, and ASIs informed of any upcoming events or projects in your agenda.
10. Coordinate with appropriate units for support when events are scheduled.
11. Prepares recruiting displays to promote AFJROTC at Rivera ECHS.
12. Responsible for preparing, processing, and mailing of recruiting letters to middle school eight-grade students.
13. Managing the supply of AFJROTC recruiting brochures.
14. Coordinating with the Public Affairs Officer for recruiting information.