

US Coast Guard Auxiliary – National Training Department

Job Description: **District Staff Officer – Member Training (: DSO–MT)**

Responsibilities: Mission Execution is the primary responsibility of appointed staff officers.

This position is located within the District Board. The District Staff Officer – Member Training exercises staff responsibilities and supervision of all matters pertaining to the District Member Training Program. The DSO–MT also must keep the EXCOM informed of all developments in the program. The DSO–MT reports to the District Directorate Chief – Prevention (DDC–P).

Attend all meetings of the District Board and District Staff. Give DCOS or DDC–P prior notice when such attendance is not possible.

Be prepared to assist the District Captain (s) with any workshops, seminars, and training sessions, particularly those for training of elected and staff officers.

Collaborate with counterpart staff officers at division level. Conduct whatever workshops and/or training program(s), as may be necessary, to ensure that District policy is followed in your program area.

Member training at the program level includes identifying and mentoring an officer's successor. Lateral training (no unit boundaries) is always encouraged.

Initiate and maintain contact with your counterparts on the National Staff.

Establish goals and objectives and prepare necessary plans to achieve them. Maintain periodic review of achievements, compare with the progress made in previous years and report status to the District Board.

When ADSO–MTs are appointed in your area, you are responsible to the DCO for their performance. This responsibility includes assigning specific tasks, requiring reports, and following up on their actions. When the assistance is no longer needed, or no longer effective, you will advise the DCO via the DCOS.

The DSO–MT will be charged with:

- i. Communicating training materials from National to the field
- ii. Sourcing workshops at District and regional conferences
- iii. Promoting the C–school programs offered
- iv. Processing all member STTRs on DCOs behalf
- v. General Leadership Development programs

1. Promoting AMLOC to all units
2. Promoting the FCA to all units
- vi. Promoting area-wide “New Member Boot Camp” training
- vii. Overview District-wide training programs such as “Boat Camps”
- viii. Promoting area-wide AUXOP designation and courses
- ix. Providing SO/FSOs with member and leadership development program

Skills Required:

Strong oral and written communication skills.

Excellent organizational skills.

Excellent team-oriented management style.

Excellent interpersonal skills

Excellent computer skills especially M/S Word and Power Point.