



POSITION DESCRIPTION

Position title: Training Officer- <i>Cadet Division</i>	Organizational Level Division, Responsible to Divisional Superintendent
Purpose of position: To be responsible for the coordination and application of all divisional training programs. Note: Qualification as an instructor is not a prerequisite for the position.	
Key responsibilities: To be responsible for but not limited to the following, (these tasks may be delegated but the responsibility still rest with the training officer): <ol style="list-style-type: none"> 1. To develop the Divisional training calendar with the input from the NCO's, officers, members and the approval of the Divisional Superintendent. This calendar should have a balance between training, proficiency work and social and recreational events. It should also provide an opportunity to work towards the Duke of Edinburgh Award. 2. When required, to find a person(s) to be responsible for providing the training on assigned nights. 3. To be aware of who is eligible for Emergency First Aid, Standard First Aid, Heart Saver and Basic Rescuer CPR and BTS, and to ensure re-certifications are done. 4. To provide training to allow members to be ready for the BAP. To recommend to the Divisional superintendent when members are ready for the BAP. 5. To provide training for the competition teams to prepare for all levels of the competition. 6. To ensure Divisional representation at the Area Training Officer meetings. 7. To provide a link for members to the Divisional Superintendent and possibly to make decisions in their absence. 8. To ensure that information on member training accomplishments are passed to the Divisional Member Services Coordinator for inclusion in the Member Personal Record. 9. To ensure that an effective training program is in place which will enable crusaders to develop into effective leaders or adult members. 	
Knowledge required: <ul style="list-style-type: none"> • To have knowledge on or know where to find information on policies and procedures of the organization i.e. requirements of enrollment, requirements of membership, BTS, Grand Prior's badge, rank structure within Division and Area, Duke of Edinburgh's award. • To have knowledge of the age groups which you are working with and how to effectively teach them. • To have knowledge of motivational, leadership, and management techniques. • To have knowledge on how to obtain training outside of the Division i.e. marine, transport, etc. • To have sufficient brigade experience to fulfill these tasks. 	
Skills and abilities required:	



<ul style="list-style-type: none"> • To be at least 18 years of age. • To have communication and listening skills. • To have problem solving skills. • To be encouraging of all members to grow to their potential. • To have effective delegation skills. • To be a good teacher of youth. • To have evaluation skills. • To be organized. 		
<p>Contacts and relationships:</p> <ul style="list-style-type: none"> • Reports directly to the Divisional Superintendent. • Liaises with the Area Training Officer. • Attend Divisional NCO meetings and have regular contact with Divisional Superintendent during and between weekly meetings. 		
<p>Commitment required:</p> <ul style="list-style-type: none"> • To attend weekly or biweekly Divisional meetings, officer and NCO meetings, and the annual review or awards night. Time outside of this will be needed to attend to responsibilities. 		
<p>Supports available:</p> <ul style="list-style-type: none"> • St. John Canada Instructions including Provincial and Area directives. • Brigade Member's Handbook • BTS Resource Guide • First Aid Textbook • First Aid Instructor Manual • Manuals: Proficiency, Camping, Drill, Uniform, Recruitment and Retention, National Leadership Manuals. • Duke of Edinburgh's Award Handbook • Divisional Superintendents and other Divisional Officers, NCO's • Parents • Area Training Officer • Community Resources • Branch chair, members and staff • St. John Council for Ontario • Provincial Cadet Website, Cadets Online: www.sja-ontario-cadets.org 		
Date	Approved by	Signature