



POSITION DESCRIPTION

Position title: Volunteer Superintendent - Cadet Division	Organizational Level Division
Purpose of position: To be responsible for all aspects of Divisional functions.	
Key responsibilities: To be responsible for the overall organization_of running the division including but not limited to the following, (these tasks may be delegated but the responsibility still rests with the Superintendent): <ol style="list-style-type: none"> 1. Ensures members records are current and up to date, including service hours, membership status, attendance, training courses, awards, appointments, uniform and supplies issued, personal medical forms, proficiencies, and others as required. 2. Ensures adequate financial procedures and records are maintained for the Division (i.e. duty money, fundraising, and dues or social funds) by: <ul style="list-style-type: none"> ▪ submitting an annual operating budget on time • keeping accurate records on all accounts • ensuring all accounts have at least two signatures • ensuring all expenses have proper receipts • following standard financial operating procedures 3. Ensures Divisional reports are accurately prepared and submitted on time including: <ul style="list-style-type: none"> • Reports Related to Public Service • Patient Care Record Reports • Divisional Monthly Activity Report • Annual Return • Emergency Call Out Plan • Annual Training Calendar 4. Ensures Divisional stores are appropriately managed by: <ul style="list-style-type: none"> • assessing need and ordering as required • keeping inventory records of supplies • recovering of uniform and first aid supplies from departing members • managing specific Divisional equipment i.e. radios, competition equipment, vehicles, bicycles and cameras, including registration, license and insurance. 5. Ensures public duties are adequately covered by: <ul style="list-style-type: none"> ▪ following local policies regarding assignment of duties • appointing a responsible and reliable community service coordinator • ensuring that duties are distributed fairly • ensuring appropriate coverage i.e. one BTS and minimum numbers of members • ensuring that appropriate attempts are made to ensure coverage • to be aware of all duties covered and returned by the Division • approving all duties turned back by the community service coordinator 6. Ensures that the training officer designs a challenging and interesting program: <ul style="list-style-type: none"> • that prepares members for the BAP including Basic Rescuer CPR • that provides Emergency first aid and Heart saver courses for the cadets • that includes proficiencies annually • to provide training for competition teams • that provides an opportunity to work towards the Duke of Edinburgh's award 	



7. Encourages the proficiency program by:
 - monitoring individual progression, motivating and providing guidance on requirements, categories
 - ensuring all certificates are processed correctly and counterfoils are sent to Provincial headquarters regularly
8. Encourages, and offers resources and guidance for the Duke of Edinburgh's award.
9. Oversees Divisional fundraising activities by:
 - ensuring appropriateness of activity and use of funds
 - obtaining approvals from the Branch/Council for Ontario
10. Conducts an annual awards or review night by:
 - inviting parents, appropriate Area Staff, Area Commissioner, and other dignitaries as appropriate
 - presenting certificates and awards to recognize member's achievements
11. Fosters development of leadership potential of members by:
 - providing a performance appraisal at least yearly for NCO's and Divisional officers
 - providing members with opportunities to acquire new or more advance skills
 - to promote/counsel/replace when necessary
 - recommending appropriate candidates for promotions or for special assignments outside their Division
12. Establishes and communicates Divisional standards of conduct. These standards must adhere to Local, Area, Provincial and National guidelines. Ensures that they are maintained and initiates appropriate action when necessary. Ensure completion of all security checks are done.
13. Ensures organizational standards regarding uniform, duty coverage, and conduct are maintained. Initiating appropriate action where necessary.
14. Develops and manages a Divisional management team (i.e. NCO's, officers etc.) by:
 - holding regular meetings for planning and evaluating Divisional operations
 - assigning and documenting specific responsibilities with a statement of duties for each member of the team
 - continuously evaluating tasks assigned and assessing if new distribution is necessary
 - recognize and prepare potential replacement for all Divisional Officers including Superintendent and NCO's
15. Provides Divisional leadership by:
 - being an appropriate role model, of good character
 - adhering to the policies of the organization including uniform
 - demonstrating enthusiasm for personal learning/development
 - motivating and encouraging members
 - providing clear direction
 - developing Divisional plan
 - attending a leadership level one workshop within 18 months of appointment
16. Represents the Division at the Branch/Area level.
17. Evaluates the need for recruitment and develops recruitment strategies when necessary by:
 - designing or obtaining resources to use when recruiting at schools or malls.
 - designing an orientation program

Knowledge and Experience Required:



<ul style="list-style-type: none"> To have a good knowledge of current policies and procedures of the organization i.e. requirements of enrollment, requirements of membership, BTS, Grand Prior's badge, rank structure within the Division, Corps and Area, Duke of Edinburgh's award, fundraising, camps etc.. To have knowledge of relevant legislation. To have knowledge of the age groups which you are working with and how to effectively develop them. To have knowledge of motivational, leadership and management techniques. To have knowledge of the administrative processes required to fulfill the responsibilities of this position. To have sufficient Brigade experience to fulfill these tasks, (minimum 1 year). 		
<p>Skills and abilities required:</p> <ul style="list-style-type: none"> To be at least 21 of age. To have communication and listening skills. To have problem solving skills. To be encouraging of all members to grow to their own potential. To have effective delegation skills. To have team building skills. To have evaluation skills. To be organized. 		
<p>Contacts and relationships:</p> <ul style="list-style-type: none"> Report directly to the Area Commissioner and Branch Chair Divisional officers report directly to this position. Liaise with: <ul style="list-style-type: none"> * Branch/Area staff to resolve issues and obtain and provide information. * Branch administrative staff to book rooms, equipment, obtain course numbers and confirm duties. * Council for Ontario staff to provide, verify or obtain policies and procedures and/or member information. * Other Divisional Superintendents as required. 		
<p>Commitment required:</p> <ul style="list-style-type: none"> weekly or biweekly Divisional meetings semi-annual Branch and Area meetings, Officer meetings, Divisional NCO/management team meetings annual review/awards service. annual patient care competition administrative work to be divided among members of the management team 		
<p>Resources 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 Area Commissioner and other Area Staff Officers other Divisional Superintendents and other Divisional Officers Family members Branch Chair, members and staff St. John Council for Ontario Provincial Cadet Website, Cadets Online: www.sja-ontario-cadets.org 		
Date	Approved by	Signature