



**St. John Ambulance
Brigade**

Community Services

*Trained volunteers
recognizing and
responding to the
community-based
needs of all people*

Patient Care Services
Community Care
Services
Youth Services
Auxiliary Services

DATE: March 19, 1998
TO: Branches and Brigade Units
FROM: Richard Rotherham, Provincial Commissioner
RE: Provincial Cadet Officer (Volunteer Position)

The St. John Ambulance Brigade is seeking a volunteer Provincial Cadet Officer to work with the youth component of the Brigade in Ontario.

The Provincial Cadet Officer role is designed to manage, support and facilitate provincial Brigade youth initiatives.

The ideal applicant will be an active Brigade member with preferably six years Brigade experience. They should have a basic background in volunteer sector management and leadership development and should meet the position requirements as outlined in the attached position description for Provincial Cadet Officer.

Candidates should forward their letter of application and resumé, outlining their training and experience, by April 15th, 1998 to:

Provincial Commissioner
St. John Council for Ontario
46 Wellesley Street East
Toronto, Ontario
M4Y 1G5
Fax: (416) 923-4856

**ST. JOHN COUNCIL FOR ONTARIO
POSITION DESCRIPTION**

Position: Provincial Cadet Officer (volunteer)

Reports To: Provincial Commissioner

Position Requirements:

- Experience in volunteer sector management and leadership development.
- Six years Brigade experience desirable.
- Computer literate.
- Excellent communication and interpersonal skills.
- Solid organizational and problem-solving skills.
- Preparation and experience with youth education.
- Knowledge of St. John Ambulance Youth Programs.
- Able to adapt to a flexible volunteer schedule and willingness to travel.

Position Function:

- To manage, support, and facilitate provincial Brigade Youth initiatives.

Position Description:

- Responsible for the development and/or implementation of Brigade Youth programs for Youth volunteers and leaders, including programs targeted at recruitment, retention and membership development.
- Provide direction and support, to Area Cadet Officers in matters related to Brigade Units (with youth) within their respective Areas.
- Responsible for the management and development of Provincial Cadet staff, including their recruitment, assessment, support and succession planning.
- Coordinate, in conjunction with the Provincial and Area Commissioners, the activities of the Provincial and Area Cadet staff.
- Coordinate provincial Youth programs including, the Ontario portion of the International Cadet First Aid Competition, Camp Accreditation courses, provincial Camps and camping initiatives, etc.
- Assist with the development and implementation of provincial leadership initiatives related to the youth component of the Brigade.

- Assist with the development of the provincial Brigade budget as it relates to Youth and associated initiatives.
- Maintain liaison with the Provincial Brigade Committee (volunteers and staff), and the National Cadet Officer, on matters affecting Youth, including administration, training, and member recognition issues.
- Coordinate the development and distribution of provincial Youth related communications and publications, including the maintenance of the provincial Cadet web site (an information/communication tool for Youth members/leaders across Ontario).
- Coordinate the Provincial/Area Cadet Team (PACT), including their quarterly meetings.
- Promote activities within the Youth programs to ensure the interaction of Brigade members provincially, nationally and internationally.

Other Duties:

- Actively participate as a member of the Provincial Brigade Committee, and ad hoc provincial committees/working groups, as required.
- Carry out other responsibilities as assigned by the Provincial Commissioner.