

Appointment Title	Coxswain (Cox'n) Regimental Sergeant Major (RSM) Squadron Chief Warrant Officer (Sqn CWO)
Alternate Title	Nil.
Tier	CPO1 / CWO / WO1
Number of Positions	One per corps/squadron.
General Description	The Coxswain / Regimental Sergeant Major / Squadron Chief Warrant Officer is the Commanding Officer's (CO) appointed cadet representative. The Cox'n / RSM / Sqn CWO shall be responsible for the conduct, deportment, and discipline of cadets in the corps/squadron.
Reports to	Corps/Squadron Commanding Officer
Responsible for	<ul style="list-style-type: none"> Deputy Coxswain / Company Sergeant Major / Squadron Warrant Officer (DCox'n / CSM / SWO)

Rank requirements	<ul style="list-style-type: none"> Chief Petty Officer First Class Chief Warrant Officer Warrant Officer First Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO1/CWO/WO1 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron structure and stakeholders. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience leading drill practice and parades. <input type="checkbox"/> Held a CPO2/MWO/WO2 appointment.
Asset Knowledge and Experience	<input type="checkbox"/> Ability to work in a team environment and to interact professionally with staff and stakeholders. <input type="checkbox"/> Ability to provide feedback about complex issues and courses of action to superiors. <input type="checkbox"/> Experience conducting assessment of instruction and providing feedback to subordinates. <input type="checkbox"/> Experience leading cadet activities. <input type="checkbox"/> Activity Leader training or experience. <input type="checkbox"/> Experience as a member of Community, Area, Regional, or National Advisory Groups or Committees. <input type="checkbox"/> Staff Cadet Experience at a CTC, Sail, Expedition or Flying Centre.

Primary Duties	<input type="checkbox"/> Ensure the safety and welfare of all cadets
	<input type="checkbox"/> Monitor cadet instruction and provide constructive feedback.
	<input type="checkbox"/> Promote citizenship and CAF familiarization activities to cadets.
	<input type="checkbox"/> Inform the chain of command when unexpected events occur and about cadet issues or concerns.
	<input type="checkbox"/> Ensure problems that cannot be resolved by senior cadets are communicated via the chain of command.
	<input type="checkbox"/> Deliver oral and written presentations and briefings.

	<input type="checkbox"/> Ensure DCOx'n / CSM / SWO conduct weekly parades and drill practices.
	<input type="checkbox"/> Ensure weekly uniform inspections take place.
	<input type="checkbox"/> Proficient with drill movements and parade formats.
	<input type="checkbox"/> Produce written documents and communication (orders, memorandums, meeting agendas, assessments, email, electronic communications, reports, forms).
	<input type="checkbox"/> Report any issues that affect the esprit de corps and morale of the corps/sqn to the CO.
	<input type="checkbox"/> Meet with senior cadets regularly concerning weekly training assignments and periodic training activities.
	<input type="checkbox"/> Empower others to take on leadership roles.
	<input type="checkbox"/> Mentor subordinates.
	<input type="checkbox"/> Promote a safe environment and harassment-free culture.
	<input type="checkbox"/> Work with others to accomplish organizational goals.
	<input type="checkbox"/> Promote teamwork, motivation, morale, and esprit de corps within the corps/sqn.
	<input type="checkbox"/> Act as an example and role model for subordinates in conduct, dress, and deportment.
	<input type="checkbox"/> Plan, organize, and conduct cadet activities in coordination with the Training Officer (Trg O).
	<input type="checkbox"/> Promote ethical decision-making to subordinates.
	<input type="checkbox"/> Supervise activities and be accountable for the location of all cadets.
	<input type="checkbox"/> Provide coaching, mentorship, and feedback to develop cadets as leaders within the corps/sqn.
	<input type="checkbox"/> Implement all policies and procedures instructions, directions, and orders (Standing Orders, Routine Orders, Fire Orders).
	<input type="checkbox"/> Ensure all cadets follow CJCR orders and policies.
	<input type="checkbox"/> Maintain good conduct and discipline of cadets.
Secondary Duties	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings for subordinates.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Conditions of Appointment	<ul style="list-style-type: none"> • Regular attendance at corps/sqn parade nights and activities. • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

Appointment Title	Deputy Coxswain (DCox'n) Company Sergeant Major (CSM) Squadron Warrant Officer (SWO)
Alternate Title	Nil.
Tier	CPO2/MWO/WO2
Number of Positions	One per corps/squadron.
General Description	This position Deputy Coxswain / Company Sergeant Major / Squadron Warrant Officer is responsible for the dress, drill, deportment, routine, and morale of the cadets in the corps/squadron.
Reports to	Coxswain / Regimental Sergeant Major / Squadron Chief Warrant Officer (Cox'n / RSM / Sqn CWO)
Responsible for	Divisional Petty Officer / Platoon Warrant Officer / Flight Sergeant (DPO / PL WO / Flt Sgt)

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge, Experience and Qualifications	<input type="checkbox"/> Experience leading drill practice and parades. <input type="checkbox"/> Familiarity with cadet dress standards. <input type="checkbox"/> Familiarity with CJCR Group Order 5019-3, <i>Remedial Measures – Cadets</i> . <input type="checkbox"/> Experience as a DPO / PL WO / Flt Sgt. <input type="checkbox"/> Completed an instructor-level summer training course.

Primary Duties	<input type="checkbox"/> Encourage the use of the chain of command.
	<input type="checkbox"/> Monitor cadet instruction and provide constructive feedback.
	<input type="checkbox"/> Assist with instruction.
	<input type="checkbox"/> Inform the chain of command when unexpected events occur and about cadet issues and concerns.
	<input type="checkbox"/> Collect activity attendance or roll-call report from DPOs / PL WOs / Flt Sgts and deliver to Administration.
	<input type="checkbox"/> DPOs / PL WOs / Flt Sgts to contact cadets to relay information and announcements.
	<input type="checkbox"/> Resolve conflict at the lowest level.
	<input type="checkbox"/> Ensure problems that cannot be resolved by cadet NCOs are communicated via the chain of command.
	<input type="checkbox"/> Encourage participation in corps/squadron training and activities.
	<input type="checkbox"/> Review corps/squadron Standard Operating Procedures (SOPs).

	<input type="checkbox"/> Deliver oral and written presentations and briefings.
	<input type="checkbox"/> Ensure that new cadets are welcomed by DPOs / PL WOs / Flt Sgts and made aware of training, activities, routines, SOPs etc.
	<input type="checkbox"/> Conduct weekly parades and drill practices.
	<input type="checkbox"/> Maintain familiarity with drill movements and parade formats.
	<input type="checkbox"/> Maintain familiarity with dress standards and enforcement measures.
	<input type="checkbox"/> Produce written documents and communication (orders, memorandums, meeting agendas, assessments, email, electronic communications, reports, forms).
	<input type="checkbox"/> Ensure the safety and welfare of all cadets.
	<input type="checkbox"/> Model respectful behavior for cadets.
	<input type="checkbox"/> Report any issues that affect the esprit de corps and morale of the corps/squadron to the Cox'n/RSM/Sqn CWO.
	<input type="checkbox"/> Promote morale and esprit-de-corps.
	<input type="checkbox"/> Promote teamwork and cooperation.
	<input type="checkbox"/> Meet with senior cadets regularly concerning weekly training assignments and periodic training activities.
	<input type="checkbox"/> Set achievable team goals.
	<input type="checkbox"/> Establish open, two-way communication with cadets.
	<input type="checkbox"/> Ensure that DPOs / PL WOs / Flt Sgts know the proper dress for upcoming training and activities.
	<input type="checkbox"/> Conduct regular uniform inspections.
	<input type="checkbox"/> Conduct regular corps/squadron drill practice.
	<input type="checkbox"/> Supervise cadets during training and activities.
	<input type="checkbox"/> Ensure DPOs / PL WOs / Flt Sgts are trained to take on a CPO2 / MWO / WO2 position.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Carry out the parade function of a D Comd.
Secondary Duties	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Contribute to planning, organizing, and conducting cadet activities in coordination with the Coxswain / Regimental Sergeant Major / Squadron Chief Warrant Officer and Training Officer.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Senior Administration Clerk (Sr Admin Clk)
Alternate Title(s)	Chief of Administration (Chief Admin) *Sea Administration Master Warrant Officer (Admin MWO) *Army Admin Warrant Officer Second Class (Admin WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	As required.
General Description	The Senior Administration Clerk assists the Administration O with the corps/squadron administration routines, including preparing paperwork, maintaining records, drafting documents, and coordinating administrative tasks.
Reports to	Corps/Squadron Administration Officer (Admin O)
Responsible for	Cadet Administration Clerk(s) (Cdt Admin Clk)

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Appointment Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge and experience	<input type="checkbox"/> Experience working as a Cdt Admin Clk or Cdt Admin A. <input type="checkbox"/> Knowledge of administration routines. <input type="checkbox"/> Familiar with cadet training and administrative needs. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Keep a list of administration staff.
	<input type="checkbox"/> Maintain familiarity with administrative routines, filing systems, and paperwork.
	<input type="checkbox"/> Maintain confidentiality of information.
	<input type="checkbox"/> Coordinate with staff for upcoming administrative needs.
	<input type="checkbox"/> Review training documents and outline important administrative tasks and dates.
	<input type="checkbox"/> Assist Admin O with corps/squadron administration.
	<input type="checkbox"/> Delegate tasks to Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Coach Cadet Administration Clerk(s) through the document filing, drafting, delivery, and gathering processes for corps/squadron training and activities.
	<input type="checkbox"/> Provide feedback to Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Ensure drafts of Administration Orders, emails, and paperwork are created on time and given to the Admin O for review and approval.

	<input type="checkbox"/> Assist with review of documents produced by Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Assist with creating expectations for the administration team.
	<input type="checkbox"/> Communicate administrative procedures and routines to cadets and staff.
	<input type="checkbox"/> Seek feedback from staff and cadets about the administration department.
	<input type="checkbox"/> Make suggestions to Administration Officer to implement feedback.
	<input type="checkbox"/> Ensure Cdt Admin A(s) and Cdt Admin Clk(s) are trained to fill an appointment of higher authority.
	<input type="checkbox"/> Serve as a role model for ethics, communication, and deportment.
	<input type="checkbox"/> Coach and mentor new Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Contribute the administration department perspective to training meetings.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Secondary Duties	<input type="checkbox"/> Host professional development session or briefings for upcoming administrative routines and procedures.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other cadets be available.

<u>Appointment Title</u>	Senior Band Cadet (Sr Band Cdt)
Alternate Titles	Chief of Band (Chief Band) *Sea Band Master Warrant Officer (Band MWO) *Army Band Warrant Officer Second Class (Band WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	One per corps/squadron.
General Description	This position is responsible for band training and management at the corps/squadron.
Reports to	Band Officer
Responsible for	Music Instructors Cadet Band Assistant

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge and Experience	<input type="checkbox"/> Experience leading band practice and parades. <input type="checkbox"/> Familiarity with dress standards. <input type="checkbox"/> Completed the Military Band Musician (MBM) course.

Primary Duties	<input type="checkbox"/> Oversee the training and management of the band.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Maintain familiarity with band drill movements and parade formats.
	<input type="checkbox"/> Monitor others delivering music instruction and provide constructive feedback.
	<input type="checkbox"/> Mentor the Band Assistant(s) and Music Instructor(s).
	<input type="checkbox"/> Assist the Music Instructor(s) with planning and leading band rehearsals and band drill practices.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Contribute to planning, organizing, and conducting band related activities in coordination with the Cox'n/RSM/Sqn CWO and Training Officer (Trg O).
	<input type="checkbox"/> Assist with instruction.
<input type="checkbox"/> Promote teamwork and cooperation.	

	<input type="checkbox"/> Set achievable team goals.
	<input type="checkbox"/> Supervise cadets during band training and activities.
	<input type="checkbox"/> Inform the chain of command when unexpected events occur and about cadet issues or concerns.
	<input type="checkbox"/> Deliver oral and written presentations and briefings.
	<input type="checkbox"/> Ensure the safety and welfare of all cadets.
	<input type="checkbox"/> Model respectful behavior for cadets.
	<input type="checkbox"/> Encourage morale and esprit-de-corps.
	<input type="checkbox"/> Report any issues that affect the esprit de corps and morale of the corps/sqn to the Cox'n/RSM/Sqn CWO.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Senior Standards Cadet (Sr Stds Cdt)
Alternate Title	Chief of Standards (Chief Stds) *Sea Standards Master Warrant Officer (Stds MWO) *Army Standards Warrant Officer Second Class (Stds WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	As required.
General Description	The Senior Standards Cadet is responsible for assuring the quality of cadet training, ensuring Performance Checks are assessed IAW control documents, and assist in the development and conduct of professional development.
Reports to	Corps/Squadron Training Officer
Responsible for	Standards Cadet (Stds Cdt)

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge and experience	<input type="checkbox"/> Familiarity with Cadet 365 and MS Office applications. <input type="checkbox"/> Experience working in Training as an Instructor. <input type="checkbox"/> Experience conducting cadet assessments. <input type="checkbox"/> Experience working with training control documents [Qualification Standard and Plan (QSPs), Instructional Guide (IGs), Activity Guide (AGs) etc.]. <input type="checkbox"/> Completed PO 409. <input type="checkbox"/> Experience as a Stds Cdt. <input type="checkbox"/> Experience leading instructional activities at zone, area, regional, or higher level. <input type="checkbox"/> Completed a Cadet Training Centre Instructor Course.

Primary Duties	<input type="checkbox"/> Maintain regular communications with standards team to pass along instructions, guidance, changes, schedules, etc.
	<input type="checkbox"/> Provide regular feedback for professional development of team members.
	<input type="checkbox"/> Promote collaboration between team members and between sections within the corps/squadron.
	<input type="checkbox"/> Liaise regularly with other senior cadet section heads (CPO2 / MWO / WO2).
	<input type="checkbox"/> Ensure that an instructor monitoring program is implemented for the corps/squadron.
	<input type="checkbox"/> Create instructor monitoring schedule.

	<input type="checkbox"/> Review training control documents (QSPs, IGs, AGs) and the Training Management Guide regularly.
	<input type="checkbox"/> Assign team members to support training when requested.
	<input type="checkbox"/> Review assessment feedback and prepare summary reports for the Trg O (feedback may include pass/fail/retest statistics, cadet feedback on assessments, standards and training staff observations during conduct of assessments etc.).
	<input type="checkbox"/> Promote professional development (PD) opportunities and training for all corps/squadron cadets.
	<input type="checkbox"/> Participate in PD opportunities and training.
	<input type="checkbox"/> Assist in the planning, organization, and delivery of PD, instructor development, and skills development workshops, seminars, and training opportunities.
	<input type="checkbox"/> Any other duties as assigned by the Trg O.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Senior Storesperson (Sr Stpn)
<u>Alternate Title</u>	Chief of Supply (Chief Sup) *Sea Supply Master Warrant Officer (Sup MWO)* Army Supply Warrant Officer Second Class (Sup WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	As required.
General Description	The Senior Storesperson shall assist the Supply Officer with the corps/squadron supply routines, including receipt and delivery of corps/squadron supply for training and activities.
Reports to	Supply Officer (Sup O)
Responsible for	Cadet Storesperson (Cdt Stpn)

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge and experience	<input type="checkbox"/> Experience working as a Cdt Stores A or Cdt Stpn. <input type="checkbox"/> Knowledge of Cadet and Logistik supply system. <input type="checkbox"/> Proficient at planning and organizing. <input type="checkbox"/> Experience with shipping and receiving. <input type="checkbox"/> Familiarity with training and supply needs. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Maintain a list of supply personnel.
	<input type="checkbox"/> Maintain familiarity with supply sign in and out routines and associated paperwork.
	<input type="checkbox"/> Coordinate with Sup O, Training Officer (Trg O), Senior Training Cadet (Sr Trg Cdt) for upcoming supply needs.
	<input type="checkbox"/> Review training documents and outline important supply delivery and receipt dates.
	<input type="checkbox"/> Delegate supply and training equipment requests to Cdt Stores As and Cdt Stpns.
	<input type="checkbox"/> Coach Cdt Stores As and Cdt Stpns through the supply gathering process for training and activities.
	<input type="checkbox"/> Provide feedback to cadet Cdt Stores As and Cdt Stpns.
	<input type="checkbox"/> Assist with delivery and receipt of corps/squadron supplies.
	<input type="checkbox"/> Assist with the sizing, ordering, delivery, and receipt of cadet uniforms.

	<input type="checkbox"/> Ensure delivery of supplies and training equipment to training instructors.
	<input type="checkbox"/> Co-establish expectations amongst Cdt Stores As, Cdt Stpns, and Sup O.
	<input type="checkbox"/> Communicate accountability protocols.
	<input type="checkbox"/> Seek feedback from staff and cadets about Supply customer service
	<input type="checkbox"/> Make suggestions to Sup O to implement feedback from cadets and staff.
	<input type="checkbox"/> Ensure Cdt Stores As and Cdt Stpns are trained to fill an appointment of higher authority.
	<input type="checkbox"/> Serve as a role model for ethics, communication, and deportment.
Secondary Duties	<input type="checkbox"/> Conduct professional development for new cadet Cdt Stores As and Cdt Stpns.
	<input type="checkbox"/> Contribute the Supply Department perspective to training meetings.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

Appointment Title	Senior Training Cadet (Sr Trg Cdt)
Alternate Title	Chief of Training (Chief Trg) *Sea Training Master Warrant Officer (Trg MWO) *Army Training Warrant Officer Second Class (Trg WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	As required.
General Description	The Senior Training Cadet is responsible for assuring the quality of cadet training, assign assessors for Performance Checks, and liaise between departments, instructors and the Training Officer.
Reports to	Training Officer (Trg O)
Responsible for	<ul style="list-style-type: none"> • Instructors (Instr) • Specialist Instructors (Spec Instr) • Cadet Training Assistants (Cdt Trg A)

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge and experience	<input type="checkbox"/> Experience working as an Instr, Spec Instr or Cdt Trg A. <input type="checkbox"/> Proficient instructor. <input type="checkbox"/> Familiarity with QSP, assessment, and training documents. <input type="checkbox"/> Completion of PO 409. <input type="checkbox"/> Completed an instructor-level summer training course.

Primary Duties	<input type="checkbox"/> Maintain a list of Instrs.
	<input type="checkbox"/> Coordinate with the Trg O when assigning lessons to instructors well in advance of training date.
	<input type="checkbox"/> Review lesson plans and provide feedback.
	<input type="checkbox"/> Delegate supply and training equipment requests from instructors to Trg As.
	<input type="checkbox"/> Ensure delivery of supply and training equipment to Instrs.
	<input type="checkbox"/> Co-establish reasonable expectation amongst instructor team, training department, standards department, and Trg O.
	<input type="checkbox"/> Seek feedback from instructors and cadets about training.
	<input type="checkbox"/> Bring feedback from cadets and Instrs to Trg O and Training Planning Sessions.
	<input type="checkbox"/> Attend Training Planning Sessions with Trg O.
	<input type="checkbox"/> Liaise with Senior Standards Cadet and Instrs to determine appropriate PO assessment dates.

	<input type="checkbox"/> Inform cadets of PO assessment dates and methods.
	<input type="checkbox"/> Liaise with Trg O and instructors to arrange the appropriate number of assessors.
	<input type="checkbox"/> Assist with assessments for cadets.
	<input type="checkbox"/> Provide feedback to cadet assessors.
	<input type="checkbox"/> Mentor Instrs and Spec Instrs in lesson observation and formative feedback methods.
	<input type="checkbox"/> Ensure Instrs and Spec Instrs are trained to fill an appointment of higher authority.
	<input type="checkbox"/> Serve as an example and role model for instruction and department.
	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on an instructor's performance.
Secondary Duties	<input type="checkbox"/> Liaise with Standards Department to conduct professional development for instructors and assessors, as required.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Administration Clerk (Cdt Admin Clk)
Alternate Title	Ship's Writer (S Writ) *Sea Regulating Petty Officer (RPO) *Sea Administration Warrant Officer (Admin WO) *Army Administration Flight Sergeant (Admin FSgt) * Air
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Cadet Administration Clerk is responsible for drafting correspondence and maintaining Fortress files.
Reports to	Senior Cadet Administration Clerk (Sr Cdt Admin Clk)
Responsible for	Cadet Administration Assistant (Cdt Admin A)

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and experience	<input type="checkbox"/> Familiar with Cadet365 and MS Office applications. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Keep a list of excused cadets.
	<input type="checkbox"/> Create duty schedule for regular admin corps/squadron duties.
	<input type="checkbox"/> Ensure admin duties are completed.
	<input type="checkbox"/> Ensure weekly attendance is collected and returned promptly to the administration department.
	<input type="checkbox"/> Assist Admin O with writing and distributing: <ul style="list-style-type: none"> • Weekly Routine Orders (WROs), • newsletters, • permission forms, • schedules, and • rosters.
	<input type="checkbox"/> Carry out other duties as assigned by the: <ul style="list-style-type: none"> • Admin O, and • Sr Cdt Admin Clk.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Storesperson (Cdt Stpn)
Alternate Title	Ship's Stores Petty Officer First Class (S Strs PO1) *Sea Supply Warrant Officer (Sup WO) *Army Supply Flight Sergeant (Sup FSgt) *Air
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Cadet Storesperson shall assist the Senior Storesperson (Sr Stpn) and Supply Officer (Sup O) with the corps/squadron supply routines, including receipt and delivery of corps/squadron supply for training and activities.
Reports to	Senior Storesperson
Responsible for	Cadet Stores Assistant (Cdt Stores A)

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and experience	<input type="checkbox"/> Shows potential for planning and organizing. <input type="checkbox"/> Experience with shipping and receiving. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Build familiarity with supply sign in and out routines and associated paperwork.
	<input type="checkbox"/> Coordinate with Sup O and/or Sr Stpn for upcoming supply needs.
	<input type="checkbox"/> Know important supply delivery and receipt dates and times.
	<input type="checkbox"/> Action supply and training equipment requests.
	<input type="checkbox"/> Ensure delivery and receipt of supplies and training equipment to and from appropriate personnel.
	<input type="checkbox"/> Use the approved sign in and out methods and paperwork for receipt and delivery of supplies and equipment.
	<input type="checkbox"/> Learn the supply gathering process for training and activities.
	<input type="checkbox"/> Assist with delivery and receipt of corps/squadron supply.
	<input type="checkbox"/> Assist with the sizing, ordering, delivery, and receipt of cadet uniforms.
	<input type="checkbox"/> Assist with supply inventory.
	<input type="checkbox"/> Assist with equipment maintenance.
	<input type="checkbox"/> Assist with records maintenance.
	<input type="checkbox"/> Mark equipment as "non-serviceable" using appropriate methods.

	<input type="checkbox"/> Receive performance feedback from Sr Stpn and / or Sup O. <input type="checkbox"/> Co-establish expectations amongst supply team, Cadet Stores Assistants, and Sup O. <input type="checkbox"/> Enforce accountability protocols. <input type="checkbox"/> Seek feedback from staff and cadets about Supply customer service. <input type="checkbox"/> Make suggestions to Sr Stpn to implement feedback from cadets and staff. <input type="checkbox"/> Seek training opportunities to replace the succeeding position. <input type="checkbox"/> Serve as a role model for ethics, organization, and communication.
Secondary Duties	<input type="checkbox"/> Contribute the Supply Department perspective to training meetings.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

Appointment Title	Divisional Petty Officer (DPO) Platoon WO (PI WO) Flight Sgt (Flt Sgt)
Alternate Title	Nil.
Tier	PO1/WO/FSgt
Number of Positions	As required (recommended minimum of one per 30 cadets).
General Description	The DPO/PI WO/Flt Sgt shall be responsible for the attendance, conduct, dress, drill, and morale of the cadets in their assigned Div/PI/Flt.
Reports to	Deputy Coxswain / Company Sergeant Major / Squadron Warrant Officer
Responsible for	Section Commander(s)

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and Experience	<input type="checkbox"/> Familiarity with Cadet 365 and MS applications. <input type="checkbox"/> Familiarity with uniform standards. <input type="checkbox"/> Proficient in drill. <input type="checkbox"/> Completed PO 408. <input type="checkbox"/> Experience as a Section Commander.

Primary Duties	<input type="checkbox"/> Enforce the chain of command.
	<input type="checkbox"/> Provide instruction.
	<input type="checkbox"/> Seek leadership opportunities.
	<input type="checkbox"/> Empower subordinates to take on leadership opportunities.
	<input type="checkbox"/> Ensure Section Commanders are trained to replace the DPO/PI WO/Flt Sgt on parade.
	<input type="checkbox"/> Conduct weekly uniform inspections.
	<input type="checkbox"/> Conduct regular Div/PI/Flt drill practices.
	<input type="checkbox"/> Provide constructive feedback to subordinates and peers.
	<input type="checkbox"/> Communicate changes to cadets concerning previously announced training and activities.
	<input type="checkbox"/> Report any changes in cadet contact information to administration.
	<input type="checkbox"/> Collect training and activity attendance or roll-call report from Section Commanders and deliver to DCox'n/CSM/SWO.
	<input type="checkbox"/> Ensure absent cadets are contacted to relay information and announcements.
	<input type="checkbox"/> Encourage participation in corps/squadron training and activities.

	<input type="checkbox"/> Ensure that new cadets are welcomed and made aware of training and activities, routines, SOPs etc.
	<input type="checkbox"/> Review corps/squadron Standard Operating Procedures (SOPs).
	<input type="checkbox"/> Resolve conflict at the lowest level.
	<input type="checkbox"/> Ensure issues or conflict are escalated up the chain of command if not resolved at the lowest level.
	<input type="checkbox"/> Maintain cadet discipline using CJCR Group Order 5019-3 – <i>Remedial Measures – Cadets</i> and in consultation with Cox'n/RSM/Sqn CWO and the CO.
	<input type="checkbox"/> Ensure the safety and welfare of all cadets.
	<input type="checkbox"/> Model respectful behavior for cadets.
	<input type="checkbox"/> Promote morale and esprit-de-corps.
	<input type="checkbox"/> Report issues affecting morale to the DCox'n/CSM/SWO.
	<input type="checkbox"/> Promote teamwork and cooperation.
	<input type="checkbox"/> Set achievable team goals.
	<input type="checkbox"/> Establish open, two-way communication with cadets.
	<input type="checkbox"/> Ensure that cadets are in proper dress for training and activities.
	<input type="checkbox"/> Encourage participation in training and activities.
	<input type="checkbox"/> Supervise cadets during training and activities.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Carry out the parade function of DPO/Pl WO/Flt Sgt.
	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings for subordinates.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Specialist Instructor (Spec Instr)
Alternate Title	Aircrew Survival Instructor (SI) *Air Fitness and Sports Instructor (FSI) Expedition Instructor (EI) *Army Sail Instructor (Sail Instr) *Sea Seamanship Instructor (Sea Instr) *Sea Music Instructor (Mus Instr) Drill and Ceremonial Instructor (D&C Instr)
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Specialist Instructor is responsible for instructing and leading specialist training at the cadet corps/squadron. The Spec Instr is engaged during the use of specialist equipment, instructional techniques, organizing activities, gathering supplies, assisting with delivery of specialist training, and return of equipment.
Reports to	Senior Training Cadet
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader.
Asset Knowledge and experience	<input type="checkbox"/> Familiarity with Cadet 365 and MS Office applications. <input type="checkbox"/> Completion of PO 409. <input type="checkbox"/> Experience delivering specialist training. <input type="checkbox"/> Completed the relevant specialist instructor summer training course.

Primary Duties	<input type="checkbox"/> Deliver periods of specialist instruction.
	<input type="checkbox"/> Collaborate with other specialist instructors to produce training materials, plans, and aids.
	<input type="checkbox"/> Work in a team environment and contribute to team goals.
	<input type="checkbox"/> Communicate changes in availability to Trg O or designate so that replacement instructors may be scheduled.
	<input type="checkbox"/> Prepare for instructional periods by creating lesson plans, training and/or learning aids.
	<input type="checkbox"/> Review Standard Operating Procedures (SOPs) and pertinent safety orders that concern specialist training.
	<input type="checkbox"/> Maintain specialist equipment used during training activities and report any damaged or non-functional equipment to the Sup O.

	<input type="checkbox"/> Seek opportunities to expand knowledge and skills in areas of instructional responsibilities.
	<input type="checkbox"/> Manage classroom and learning environment to promote learning.
	<input type="checkbox"/> Carry out assessments and feedback sessions with cadets.
	<input type="checkbox"/> Carry out other duties as assigned by the Senior Training Cadet.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Standards Cadet (Stds Cdt)
Alternate Title	Standards Petty Officer (Stds PO) *Sea Standards Warrant Officer (Stds WO) *Army Standards Flight Sergeant (Stds FSgt) *Air
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Standards Cadet is responsible for monitoring instruction, supporting training activities, and assisting with professional development.
Reports to	Senior Standards Cadet
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and experience	<input type="checkbox"/> Familiarity with Cadet 365 and MS Office applications. <input type="checkbox"/> Experience as an Instructor. <input type="checkbox"/> Experience working with training control documents. [Qualification Standard and Plan (QSPs), Instructional Guide (IGs), Activity Guide (AGs), etc.]. <input type="checkbox"/> Experience delivering instruction at zone, area, regional, or higher level.

Primary Duties	<input type="checkbox"/> Maintain regular communications with supervisors to pass along information, observations, changes, feedback etc.
	<input type="checkbox"/> Provide regular feedback for professional development of instructors.
	<input type="checkbox"/> Work in a team-based environment.
	<input type="checkbox"/> Assist with the implementation of the instructor monitoring program.
	<input type="checkbox"/> Monitor instruction.
	<input type="checkbox"/> Review training control documents (QSPs, IGs, AGs) and the Training Management Guide regularly.
	<input type="checkbox"/> Support training delivery requirements
	<input type="checkbox"/> Collect assessment feedback and submit to the Senior Standards Cadet (feedback may include pass/fail/retest statistics, cadet feedback on assessments, standards and training staff observations during conduct of assessments etc.).

	<input type="checkbox"/> Promote professional development (PD) opportunities and training for all corps/squadron cadets.
	<input type="checkbox"/> Participate in PD opportunities and training.
	<input type="checkbox"/> Assist in the delivery of PD, instructor development, and skills development workshops, seminars, and training opportunities.
	<input type="checkbox"/> Any other duties as assigned by the Senior Standards Cadet.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Correspondent (Cdt Corr)
Alternate Title	Nil.
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Cadet Correspondent is responsible for assisting with media relations and social media communications for the corps/squadron.
Reports to	<ul style="list-style-type: none"> • Corps/squadron Commanding Officer (CO) • Adult Unit Public Affairs Representative (UPAR)
Responsible for	Cadet Correspondent Assistant

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Familiar with Cadet 365 and MS Office applications. <input type="checkbox"/> Knowledge of common social media platforms. <input type="checkbox"/> Strong verbal and written communication skills. <input type="checkbox"/> Basic knowledge of photography and videography. <input type="checkbox"/> Clear understanding of social media rules and expectations for cadets. <input type="checkbox"/> Completed the Cadet Correspondent Course. <input type="checkbox"/> Experience as a Cadet Correspondent Assistant.

Primary Duties	<input type="checkbox"/> Take photos and videos at events and activities.
	<input type="checkbox"/> Post approved content on corps/squadron social media and websites.
	<input type="checkbox"/> Use social media and websites to engage with cadets and parents, under the supervision of an adult UPAR.
	<input type="checkbox"/> Recommend ways to use social media to keep cadets, staff and parents informed and engaged.
	<input type="checkbox"/> Recommend ways to use social and traditional media to spread the word about cadet activities to people outside the organization.
	<input type="checkbox"/> Supervise building imagery products like yearbooks, photo slideshows or training videos.
	<input type="checkbox"/> Assist with creating content for both social media and external traditional media (e.g., press releases about upcoming events, newspaper stories about past activities, photos or videos for the local news outlets).
	<input type="checkbox"/> Provide content for area, regional, and national public affairs initiatives.

	<input type="checkbox"/> Assist with creating internal communication products such as corps/squadron newsletters, blogs or podcasts.
	<input type="checkbox"/> Assist with monitoring corps/squadron social media, including screenshotting and deleting inappropriate content (which is then reported to the adult supervisor).
	<input type="checkbox"/> Promote the responsible use of social media by all cadets and staff.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Administration Assistant (Cdt Admin A)
Alternate Title	Administration Petty Officer (Admin PO) *Sea Administration Sergeant (Cdt Admin Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Administration Assistant is responsible for drafting correspondence and maintaining Fortress files.
Reports to	<ul style="list-style-type: none"> • Cadet Administration Clerk (Cdt Admin Clk) • Senior Cadet Administration Clerk (Sr Cdt Admin Clk)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Familiar with Cadet365 and MS Office applications.

Primary Duties	<input type="checkbox"/> Ensure weekly attendance is collected and returned promptly to the administration department.
	<input type="checkbox"/> Ensure admin duties are completed.
	<input type="checkbox"/> Assist Admin O with writing and distributing: <ul style="list-style-type: none"> • Weekly Routine Orders (WROs), • newsletters, • permission forms, • schedules, and • rosters.
	<input type="checkbox"/> Carry out other duties as assigned by the: <ul style="list-style-type: none"> • Cdt Admin Clk, • Sr Cdt Admin Clk, or • Admin O.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Band Assistant (Cdt Band A)
Alternate Title	Band Petty Officer (Band PO) *Sea Band Sergeant (Band Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	This position shall assist the Senior Band Cadet with gathering supplies and equipment for training.
Reports to	Senior Band Cadet (Sr Band Cdt)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Collaborating with others. <input type="checkbox"/> Experience in a corps/squadron band. <input type="checkbox"/> Completed the Military Band Musician (MBM) Course.

Primary Duties	<input type="checkbox"/> Organize the corps/squadron music library.
	<input type="checkbox"/> Schedule band training.
	<input type="checkbox"/> Issue and return band inventory.
	<input type="checkbox"/> Receive requests for purchase of band equipment and supplies from instructors.
	<input type="checkbox"/> Ensure delivery of equipment to music instructors in-time for lessons.
	<input type="checkbox"/> Other duties as assigned by the Sr Band Cdt.
Secondary Duties	<input type="checkbox"/> Assist the Sr Band Cdt with conducting professional development for instructors and assessors.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

Appointment Title	Cadet Coach (Cdt C)
Alternate Title	Cadet Biathlon Coach (Cdt Biathlon C) Cadet Marksmanship Coach (Cdt Marks C) Cadet Sail Coach (Cdt Sail C)
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Coach assists the Adult Coach with activities, practices, and training for the corps/squadron team(s).
Reports to	Adult Coach
Responsible for	Team

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Knowledge of cadet competition program training. <input type="checkbox"/> Experience participating in competitive activities as a competitor or as a cadet coach. <input type="checkbox"/> Knowledge of organizations and training programs related to the competitive activity. <input type="checkbox"/> Familiarity with the equipment used for training and competitions. <input type="checkbox"/> Experience coaching sports activities. <input type="checkbox"/> Staff Cadet experience at local, zone, area, regional, or national competitive events. <input type="checkbox"/> Completed training associated with the competitive activity (e.g., Air Rifle Marksmanship Instructor Course (ARMI), Advanced Sail (Adv Sail), CANSail Instructor, civilian Smallbore (.22 Cal) Safety Training & Biathlon Coaching Courses).

Primary Duties	<input type="checkbox"/> Assist with the setup and teardown of competition training areas.
	<input type="checkbox"/> Mentor team cadets.
	<input type="checkbox"/> Provide feedback to cadets concerning skills and techniques.
	<input type="checkbox"/> Brief cadets on all competition rules and procedures.
	<input type="checkbox"/> Ensure safety at all times.
	<input type="checkbox"/> Assist Adult Coach with the development of practice schedules and/or training regimens.
	<input type="checkbox"/> Attend team practices regularly.
	<input type="checkbox"/> Assist Adult Coach with equipment maintenance and storage.
	<input type="checkbox"/> Remain effective during stressful situations.
	<input type="checkbox"/> Practice principles of good sportsmanship consistently.
	<input type="checkbox"/> Motivate cadets to achieve personal and team goals and objectives.
	<input type="checkbox"/> Deliver constructive feedback and praise to cadets regularly.

	<input type="checkbox"/> Work in a team environment.
	<input type="checkbox"/> Support team goals and work toward their accomplishment.
	<input type="checkbox"/> Communicate regularly with cadets concerning practices, training, social events, and competition information.
	<input type="checkbox"/> Any other duties as assigned by the Adult Coach.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Canteen Assistant (Cdt Canteen A)
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Canteen Assistant is responsible for the setup, conduct, inventory, and tear down of the corps/squadron canteen.
Reports to	<ul style="list-style-type: none"> • Supply Officer (Sup O), or • Cadet League Local Committee Treasurer
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Basic mathematics skills. <input type="checkbox"/> Experience handling money. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Work in a team environment.
	<input type="checkbox"/> Interact with staff and stakeholders.
	<input type="checkbox"/> Run canteen following Sup O or Cadet League Local Committee direction.
	<input type="checkbox"/> Set-up, conduct of, and tear-down of cadet canteen.
	<input type="checkbox"/> Report inventory requirements to Sup O or Cadet League Local Committee for replenishment.
	<input type="checkbox"/> Maintain regular communication with subordinates, peers, and supervisors.
	<input type="checkbox"/> Maintain control and accounting of canteen funds.
	<input type="checkbox"/> Train canteen subordinates in canteen operations.
	<input type="checkbox"/> Review corps/squadron Standard Operating Procedures (SOPs).
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Correspondent Assistant (Cdt Corr A)
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Correspondent Assistant is responsible for assisting with media relations and social media communications for the corps/squadron.
Reports to	Cadet Correspondent
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Familiar with Cadet 365 and MS Office applications. <input type="checkbox"/> Knowledge of common social media platforms. <input type="checkbox"/> Strong verbal and written communication skills. <input type="checkbox"/> Basic knowledge of photography and videography. <input type="checkbox"/> Clear understanding of social media rules and expectations for cadets. <input type="checkbox"/> Completed the Cadet Correspondent Course.

Primary Duties	<input type="checkbox"/> Take photos and videos at events and activities.
	<input type="checkbox"/> Draft content for corps/squadron social media and websites and submit to Cadet Correspondent.
	<input type="checkbox"/> Recommend ways to use social media to keep cadets, staff and parents informed and engaged.
	<input type="checkbox"/> Recommend ways to use social and traditional media to spread the word about cadet activities to people outside the organization.
	<input type="checkbox"/> Assist with building imagery products like yearbooks, photo slideshows or training videos.
	<input type="checkbox"/> Assist with creating content for both social media and external traditional media (e.g., press releases about upcoming events, newspaper stories about past activities, photos or videos for the local news outlets).
	<input type="checkbox"/> Draft content for area, regional, and national public affairs initiatives.
	<input type="checkbox"/> Assist with creating internal communication products such as corps/squadron newsletters, blogs or podcasts.
	<input type="checkbox"/> Promote the responsible use of social media by all cadets and staff.
Secondary Duties	Nil.

Conditions of Appointment

- Conducts duties regularly without reminders or significant intervention.
- A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Cadet Stores Assistant (Cdt Stores A)
Alternate Title	Ship's Stores Petty Officer Second Class (S Strs PO2) *Sea Supply Sergeant (Sup Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Stores Assistant shall assist the Cadet Storesperson and Senior Storesperson with the corps/squadron supply routines, including receipt and delivery of corps/squadron supply for training and activities.
Reports to	Cadet Storesperson (Cdt Stpn)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Experience as a team member. <input type="checkbox"/> Shows potential for planning and organizing. <input type="checkbox"/> Experience with shipping and receiving. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Build familiarity with supply sign in and out routines and associated paperwork.
	<input type="checkbox"/> Coordinate with Cadet Storesperson for upcoming supply needs.
	<input type="checkbox"/> Know important supply delivery and receipt dates and times.
	<input type="checkbox"/> Action supply and training equipment requests.
	<input type="checkbox"/> Ensure delivery and receipt of supplies and training equipment to and from appropriate personnel.
	<input type="checkbox"/> Use the approved sign in and out methods and paperwork for receipt and delivery of supplies and equipment.
	<input type="checkbox"/> Learn the supply gathering process for training and activities.
	<input type="checkbox"/> Assist with delivery and receipt of corps/squadron supply.
	<input type="checkbox"/> Assist with the sizing, ordering, delivery, and receipt of cadet uniforms.
	<input type="checkbox"/> Assist with supply inventory.
	<input type="checkbox"/> Assist with equipment maintenance.
	<input type="checkbox"/> Assist with records maintenance.
	<input type="checkbox"/> Mark equipment as "non-serviceable" using appropriate methods.
	<input type="checkbox"/> Enforce accountability protocols.

	<input type="checkbox"/> Seek feedback from staff and cadets about Supply customer service.
	<input type="checkbox"/> Make suggestions to implement feedback from cadets and staff.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

Appointment Title	Cadet Training Assistant (Cdt Trg A)
Alternate Title	Training Petty Officer (Trg PO) *Sea Training Sergeant (Trg Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	This position shall assist the Senior Training Cadet with gathering supplies and equipment for training.
Reports to	Senior Training Cadet (Sr Trg Cdt)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Completed PO 309. <input type="checkbox"/> Knowledge of cadet corps/squadron structure. <input type="checkbox"/> Familiarity with Qualification Standard and Plans (QSPs), assessment, and training documents. <input type="checkbox"/> Experience determining training objectives of a lesson. <input type="checkbox"/> Collaborating with others.

Primary Duties	<input type="checkbox"/> Receive requests for purchase of training equipment and supplies from instructors.
	<input type="checkbox"/> Ensure delivery of supply and training equipment to training instructors in-time for lessons.
	<input type="checkbox"/> Participate in discussions about following QSP objectives.
	<input type="checkbox"/> Inform cadets of PO assessment dates.
	<input type="checkbox"/> Provide feedback to cadets.
	<input type="checkbox"/> Seek feedback from instructors and cadets about training.
	<input type="checkbox"/> Bring feedback from cadets and instructors to the Sr Trg Cdt.
	<input type="checkbox"/> Encourage others to pursue working in the training department.
	<input type="checkbox"/> Serve as an example and role model for instruction and department.
	<input type="checkbox"/> Other duties as assigned by the Sr Trg Cdt.
Secondary Duties	<input type="checkbox"/> Assist the Sr Trg Cdt with conducting professional development for instructors and assessors.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Drill and Ceremonial Assistant (D&C A)
Alternate Title	Drill Team Commander
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Drill and Ceremonial Assistant is a leadership appointment within the corps/squadron who is responsible for maintaining high drill and dress standards amongst the corps/squadron.
Reports to	Senior Training Cadet (Sr Trg Cdt)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Experience as a team leader. <input type="checkbox"/> Knowledge of drill and ceremonial. <input type="checkbox"/> Knowledge of cadet corps/squadron parade formats and ceremonial events. <input type="checkbox"/> Experience taking part in drill and ceremonial activities and training. <input type="checkbox"/> Completed PO 408. <input type="checkbox"/> Familiarity with the Canadian Forces Manual of Drill and Ceremonial. <input type="checkbox"/> Experience as a member of a drill team. <input type="checkbox"/> Experience as a flag party member. <input type="checkbox"/> Experience at local, zone, area, regional, national drill team events and competitions. <input type="checkbox"/> Completed the Drill and Ceremonial Instructor Course (DCIC).

Primary Duties	<input type="checkbox"/> Instruct drill.
	<input type="checkbox"/> Deliver feedback and praise to cadets.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Coordinate with Drill and Ceremonial Instructor to learn parade formats for ceremonial events.
	<input type="checkbox"/> Participate in event-specific practices.
	<input type="checkbox"/> Assist with coaching others during drill and provide constructive feedback.
	<input type="checkbox"/> Seek information about parade formats for ceremonial events.
	<input type="checkbox"/> Remain effective during stressful situations.
	<input type="checkbox"/> Coordinate drill team activities and routines.
<input type="checkbox"/> Work in a team environment.	

	<input type="checkbox"/> Motivate cadets to achieve personal and team goals and objectives.
	<input type="checkbox"/> Communicate regularly with cadets concerning practices, training, social events, and competition information.
	<input type="checkbox"/> Any other duties as assigned by the Senior Training Cadet.
Secondary Duties	<input type="checkbox"/> Coordinate drill team try-outs with the Senior Training Cadet.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Contribute to planning and organizing drill related activities in coordination with the chain of command
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Instructor (Instr)
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Instructor is responsible for delivering high-quality instruction to cadets for practical, theory, in-person, and online lessons.
Reports to	Senior Training Cadet (Sr Trg Cdt)
Responsible for	Nil.
Number of Positions	As required.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Knowledge of cadet corps/squadron structure. <input type="checkbox"/> Familiarity with Cadet 365 and MS Office applications. <input type="checkbox"/> Familiarity with principles of instruction. <input type="checkbox"/> Familiarity with classroom management techniques. <input type="checkbox"/> Familiarity with PO/EO content. <input type="checkbox"/> Completed PO 309. <input type="checkbox"/> Familiarity with Qualification Standard and Plans (QSPs), assessment, and training documents. <input type="checkbox"/> Familiarity with instructional methods for in-person and online learning. <input type="checkbox"/> Experience determining the training objectives of a lesson. <input type="checkbox"/> Experience instructing at a zone, regional, or higher level. <input type="checkbox"/> Completed PO 409.

Primary Duties	<input type="checkbox"/> Prepare for instructional periods by creating lesson plans, training, and learning aids.
	<input type="checkbox"/> Collaborate with other instructors to produce training materials, plans, and aids.
	<input type="checkbox"/> Request supplies and equipment from the Stores Assistant well in advance of lesson delivery date.
	<input type="checkbox"/> Collect and return training supplies and equipment from the Stores Assistant.
	<input type="checkbox"/> Make requests for purchase of supplies and equipment for training to the Training Assistant.
	<input type="checkbox"/> Deliver periods of instruction IAW the corps/squadron training schedule and plan.

	<input type="checkbox"/> Manage classroom and outdoor environment to promote learning.
	<input type="checkbox"/> Inform cadets of upcoming training and assessments.
	<input type="checkbox"/> Adhere to Qualification Standard and Plans (QSPs), Instructional Guides (IGs), and Activity Guides (AGs).
	<input type="checkbox"/> Coach cadets through application of practical and theory concepts.
	<input type="checkbox"/> Assist with cadet's individual learning.
	<input type="checkbox"/> Provide constructive feedback to cadets on a regular basis.
	<input type="checkbox"/> Work in a team environment and contribute to team goals.
	<input type="checkbox"/> Communicate changes in availability to Trg O so that replacement instructors may be scheduled.
	<input type="checkbox"/> Seek opportunities to expand knowledge and skills in areas of instructional responsibilities.
	<input type="checkbox"/> Liaise with Standards and Training Departments to conduct assessments and feedback sessions with cadets.
	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Other duties as assigned by the Senior Training Cadet.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.

<u>Appointment Title</u>	Section Commander (Sect Comd)
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	One for every ten cadets in each division/platoon/flight.
General Description	The section commander is responsible for coaching and mentoring the cadets in their section, phoning and/or texting the cadets in their section on a weekly basis to inform the cadets of upcoming activities, dress, and confirming attendance. The section commander is also responsible for the dress standards of the cadets in their section.
Reports to	Division Petty Officer (DPO) / Platoon Warrant Officer (Pl WO) / Flight Sergeant (Flt Sgt)
Responsible for	Section Members

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Proficient at drill commands. <input type="checkbox"/> Familiarity with uniform standards. <input type="checkbox"/> Phone and text etiquette. <input type="checkbox"/> Completed PO 308.

Primary Duties	<input type="checkbox"/> Enforce the chain of command.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Phone and/or text the cadets in their section on a weekly basis to inform the cadets of the upcoming activities, dress, and confirmation of attendance.
	<input type="checkbox"/> Communicate changes to cadets concerning previously announced training and activities.
	<input type="checkbox"/> Report any changes in cadet contact information to the DPO/Pl WO/Flt Sgt.
	<input type="checkbox"/> Conduct weekly uniform inspections of the cadets in the section.
	<input type="checkbox"/> Conduct regular section drill practice.
	<input type="checkbox"/> Provide constructive feedback to cadets in the section.
	<input type="checkbox"/> Seek leadership and drill command opportunities.
	<input type="checkbox"/> Empower subordinates to take on leadership and drill opportunities.
	<input type="checkbox"/> Pass on activity attendance to Administration Dept promptly.
	<input type="checkbox"/> Conduct training and activity attendance or roll-call report and deliver to the DPO/Pl WO/Flt Sgt.

	<input type="checkbox"/> Encourage participation in corps/squadron training and activities. <input type="checkbox"/> Ensure that new cadets are welcomed and made aware of training and activities, routines, Standard Operating Procedures (SOPs), and other direction provided. <input type="checkbox"/> Model respectful behavior for cadets. <input type="checkbox"/> Promote teamwork and cooperation. <input type="checkbox"/> Set achievable team goals. <input type="checkbox"/> Establish open, two-way communication with cadets.
Secondary Duties	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance. <input type="checkbox"/> Carry out the parade function of a Div/Pl/Flt 2IC.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.