



HEADQUARTERS
FLORIDA WING, CIVIL AIR PATROL
Auxiliary of the United States Air Force
14750 NW 44 COURT
OPA LOCKA, FL 33054

**** WING HQ DIRECTOR OF RECRUITING AND RETENTION JOB ANNOUNCEMENT ****

Application Opening Date:
20 August 2009

Application Closing Date:
30 September 2009

Position Number:
09-005

Duty Position:
DIRECTOR, RECRUITING AND RETENTION

Reports to:
FLWG DCS-S

SPECIALTY TRACK:
226

Duty Location: **SER-FL-001**

Who May Apply: **ALL QUALIFIED APPLICANTS who are current active Florida Wing Members of the Civil Air Patrol and/or those eligible to become a Florida Wing Member of the Civil Air Patrol in the ranks of promotable 1st Lt. to COLONEL.**

1. **Be currently enrolled in the RECRUITING AND RETENTION Specialty Track 226.**
2. **Must be able to adhere to the very high OPS TEMPO of FLWG.**
3. **Must be available to attend a variety of challenging activities, job specific training courses and seminars varying in length and location.**
4. **Must be able to complete a minimum of a 1-year initial tour.**

Ideal Candidate's Core Competencies:

1. **Achieved Level III of the Senior Member Professional Development Program with a Master rating in RECRUITING AND RETENTION.**
2. **Experience with project management helpful.**
3. **Thorough knowledge of Microsoft Office suite software.**
4. **Bachelor degree from a college or university with regional or national accreditation in sales, marketing, communications, or organizational behavior or equivalent preferred.**
5. **Effective and efficient oral and written communication skills**

Duties:

1. **Direct the formulation of plans and establishes policies, procedures, and programs, designed to assist FLWG in attracting new members and retaining current members.**
2. **Manage and facilitate periodic membership drives to attract new members and to stimulate interest in current inactive members.**
3. **Make presentations to outside groups, both youth and adult, to attract new members.**
4. **Place posters and other recruiting materials in strategic locations advertising wing sponsored events in conjunction with local meeting times and places.**
5. **Coordinate local campaigns that stage display booths and provide recruiting materials and coverage at local high schools, shopping centers, air shows, and other public events.**
6. **Personally contact individuals expressing an interest in CAP by telephone, written inquiry, etc., and follow up to ensure that all interested persons are fully informed on the CAP program and local unit activities.**

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7. Develop and implement training programs for Florida Wing members to ensure RECRUITING AND RETENTION issues are addressed correctly at the lowest possible level.
8. Supervise all RECRUITING AND RETENTION activities of subordinate units.
9. Assist the Deputy Chief of Staff – Support in generating up-to-date measurable performance data extracted from available information systems.
10. Perform related duties as assigned by the Deputy Chief of Staff -- Support.

The Director of RECRUITING AND RETENTION should be Familiar with all aspects of the Civil Air Patrol program, particularly the CAP Constitution and Bylaws, CAPR 20-1, and CAPM 39-2, current policies and activities of the wing. The Director of RECRUITING AND RETENTION should also be familiar with CAPP 226 – *RECRUITING AND RETENTION Officer Specialty Track* and all related publications for National eServices applications.

Required Documents:

1. Cover letter, signed, dated and annotated with job number and title.
2. Civil Air Patrol resume.
3. Professional resume.
4. Unit Commander's Endorsement

Applications may be faxed:

(fax) 216-803-3663 or emailed to: rhartigan@flwg.gov

Application screening will be done without regard to race, gender, age, color, religion, national origin or disability.

Applicants may be asked to a personal interview, before a review board. Upon notification, a mutually convenient time and place will be arranged. Necessary travel will be reimbursed by FLWG only with prior written approval of wing commander. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.

Selection criteria are based on Civil Air Patrol education, experience in specialty track, civilian education and experience related to the position.

NOTE: Due to software constraints, we are only able to accept applications in the following formats by email: MS Word (.doc) or other MS Office products (Outlook file, Excel, PowerPoint), Adobe File (.pdf), Rich Text File (.rtf), Text File (.txt), Tagged Image File Format (.tif or .tiff), Graphics Interchange Format (.gif), Joint Photographic Expert Group Image (.jpg or .jpeg).

Other formats are unreadable and may not be returned or acknowledged. Be advised that some fillable formats will not save data when emailed.

NOTE: Include the Job Number and Job Title on your application. Incomplete applications may not be returned or acknowledged.

Selecting Official: Robert P. "Robbie" Hartigan, LtCol, CAP
Title: Deputy Chief of Staff--Support
Unit: Florida Wing, Civil Air Patrol (FLWG)