



# STAFF VACANCY ANNOUNCEMENT



## **Carolina Wing Recruiting and Retention Officer (SCWG/RR)**

**Open 12 October to 01 November 2024**

**Suspense: 01 November 2024**

**Job Description:** Formulates plans and establishes policies, procedures, and programs, designed to assist CAP in attracting new members and retaining current members. They shall:

- Plan and conduct periodic membership drives to attract new members and to stimulate interest in current inactive members.
- Make presentations to outside groups, both youth and adult, to attract new members.
- Place posters and other recruiting materials in strategic locations advertising local meeting times and places.
- Stage display booths and provide recruiting coverage at local high schools, shopping centers, air shows, and other public events.
- 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.
- Serve as a mentor, resource, trainer, and guide to subordinate unit Recruiting and Retention (R&R) Officers and other members.
- Reach out to new unit commanders to update them on their responsibilities in the R&R program.
- Assist with training of Squadron R&R Officers.
- Participate in monthly and quarterly meetings as required.
- Ensure that R&R area meets the national compliance requirements.
- Perform other duties as assigned by the Chief of Staff.

Recruiting Officers 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](#). CAPP 226, Recruiting and Retention Officer, Specialty Track Study Guide

### **Preferred Requirements:**

- Technician Rating or above in the Recruiting and Retention Officer Specialty Track.
- Previous assignment as a Recruiting and Retention Officer at the unit or group level.
- Completed Level II of the CAP E&T Program.
- Qualified as a VOLU instructor.
- CAP Driver's License

### **Assignment Requirements:**

- Will be assigned as the Recruiting and Retention Officer at SCWG.
- Will work towards R&R Senior or Master Rating.
- Reports to South Carolina Wing Chief of Staff, Lt Col David Roberts.

### **Application and Selection Process:**

- Submit an email letter of intent with a resume or statement of relevant CAP and/or outside experience to SCWG/CS Lt Col David E. Roberts NLT close of business 01 November 2024 (david.roberts@scwgcap.org), copying Maj Ron Hardgrave (ron.hardgrave@scwgcap.org).
- Selection will be made based on a review of the most qualified applicants. An interview may also be part of the selection process.