



Job Description

Title: Branch Assistant – Leadership Training AUXLAMs

Abbreviation: BA - TLA

Directorate: Training (T-DIR)

Division: Leadership Training (TL)

Reports to: Branch Chief – Leadership Training AUXLAMs

Overall Responsibility: The Branch Assistant - Leadership Training AUXLAMs will work with the BA-TLA to ensure that the Auxiliary Leadership and Management School (AUXLAMs) reflects current USCG Leadership Development Center (LDC) thinking and meets the requirements of newly elected Flotilla Commanders (FC) and newly appointed Branch Chiefs (BC). The BA-TLA will teach AUXLAMs to ensure firsthand knowledge of the material. The BA-TLA will, as directed, work with appropriate Auxiliary and LDC personnel to ensure the material meets Auxiliary Flotilla/National Branch Level Officer needs. The BA-TLA reports to the BC-TLA.

Term of Office: Appointment starts and expires with the term of the National Director, the appointing leader, with the approval of the National Commodore (NACO)

Number of Terms Authorized: Unlimited

Key Areas of Responsibility:

- a. Assist with Auxiliary Leadership and Management School (AUXLAMs) On-Ground, Online (MOODLE) and ZOOM (web-conferencing) Course Administration
- b. Assist with Auxiliary Leadership and Management School (AUXLAMs) On-Ground, Online (MOODLE) Course and ZOOM (web-conferencing) Instructor Development
- c. Assist the BC-TLA with the evaluation of AUXLAMs Instructors
- d. Assist with Auxiliary Leadership and Management School (AUXLAMs) WOW website maintenance and updating
- e. Assist with Auxiliary Leadership Development Program (ALDP) WOW website level 2 material maintenance and updating
- f. As directed partner with other Training Directorate (T-DIR) personnel in developing Leadership course material for the Auxiliary Leadership Development Program (ALDP)
- g. As directed coordinate with the Leadership Development Center (LDC) for keeping AUXLAMs current with the Coast Guard Leadership and Management School (LAMS) material as adapted for the Auxiliary
- h. Assist with the translation of Flotilla/Branch Level Leadership needs into material with specific course goals suitable for AUXLAMs following the guidelines recommended by the Leadership Guidance Team for developing Leadership course material.
- i. Instruct at AUXLAMs
- j. Assist with Auxiliary Flotilla Staff Officer Orientation (FSO) Online (MOODLE) Course Development, Administration, and Maintenance
- k. Assist with Flotilla Staff Officer Guide content maintenance, updating and posting
- l. Assist with Auxiliary Leadership Development Program (ALDP) Flotilla Staff Officer WOW website material maintenance and updating
- m. Provide reports to the BC-TLA as required

If there are multiple Branch Assistants, some areas of responsibility may be shared or assigned to individual Branch Assistants.



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Other areas of responsibility and duties as determined by the National Director of Training (T-DIR) or the Division Chief – Leadership Training & Development (DVC-TL) and passed down to the BC-TLA

Skills Required:

- a. Excellent verbal and written skills
- b. Strong facilitation skills
- c. Knowledge of adult learning theory
- d. Excellent project management skills
- e. Proficient with ZOOM or another web-conferencing platform

Interfaces with: Regularly interfaces with other members of the Branch, Division, Directorate, and LDC personnel.

Qualifications:

- a. Must, by the date of nomination, submit to the appointing leader or onboarding officer a resume (electronic or paper) and a National Staff Application (ANSC 7062 submitted on paper or electronically).
- b. Must, by the date assuming office, submit to the appointing leader or onboarding officer a notarized original Copyright Form (ANSC7063).
- c. Must, by the date of assuming office, pass a review and comment opportunity from the applicant's District Commodore (DCO) initiated by the onboarding officer.
- d. Must by date of nomination, have completed the requirements for Introduction to Risk Management [reference: 16790/AUX-PL-001(A), BSX Policy Letter 19-01 dated 1 February 2019] [Microsoft Word - BSX RM-TCT Policy Letter FINAL \(uscgaux.info\)](https://www.uscgaux.info)
- e. Must, by the date of nomination, have completed the requirements to obtain the IT designation, an Auxiliary Instructor.
- f. Must, by the date of nomination, have completed the requirements to be a MOODLE Instructor.
- g. Must, by the date of nomination, hold (current or past) an Auxiliary leadership position as an elected or staff officer or profession/military experience commensurate with the position
- h. Must, by the date assuming office, have completed at least one full year of membership.
- i. Meet USCG Auxiliary grooming and uniform standards when in uniform

Training (Recommended)

- a. It is recommended, by the date assuming office, that the BA-TLA complete leadership C-School training up to and including the Auxiliary Leadership and Management School (AUXLAMS) and complete Leadership Competency Certification through the level 2. If not completed before the date of assuming office (preferred) then completed as soon as possible during their tenure.
- b. It is recommended, by the date assuming office, that the BA-TLA complete AUXOP If not completed before the date of assuming office (preferred) then completed as soon as possible during their tenure.
- c. It is recommended, by the date assuming office, that the BA-TLA complete the National Staff Officer Orientation Course (NSO) If not completed before the date of assuming office (preferred) then completed as soon as possible during their tenure.

Reference: Standard Operating Procedures for National Board & Staff and the Auxiliary Manual (AUXMAN)