



## Job Description

**Title:** Branch Chief – Leadership Training AUXLAMs

**Abbreviation:** BC - TLA

**Directorate:** Training (T-DIR)

**Division:** Leadership Training (TL)

**Reports to:** Division Chief – Leadership Training & Development (DVC-TL)

**Overall Responsibility:** The Branch Chief - Leadership Training AUXLAMs will work with the DVC-TL 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 BC-TLA will teach AUXLAMs to ensure firsthand knowledge of the material. The BC-TLA will also work with appropriate Auxiliary and LDC personnel to ensure the material meets Auxiliary Flotilla /National Branch Level Officer needs. The BC-TLA reports to the DVC-TL.

**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. Auxiliary Leadership and Management School (AUXLAMs) On-Ground, Online (MOODLE) and ZOOM (web-conferencing) Course Administration
- b. Auxiliary Leadership and Management School (AUXLAMs) On-Ground, Online (MOODLE) Course and ZOOM (web-conferencing) Instructor Development
- c. Assist the DVC-TL with the evaluation of AUXLAMs Instructors
- d. Auxiliary Leadership and Management School (AUXLAMs) WOW website maintenance and updating
- e. Auxiliary Leadership Development Program (ALDP) WOW website level 2 material maintenance and updating
- f. Partner with other Training Directorate (T-DIR) personnel in developing Leadership course material for the Auxiliary Leadership Development Program (ALDP)
- g. 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. Translate 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. Coordinate AUXLAMs C School planning with BSX
- k. Auxiliary Flotilla Staff Officer Orientation (FSO) Online (MOODLE) Course Development, Administration, and Maintenance
- l. Flotilla Staff Officer Guide content maintenance, updating and posting
- m. Auxiliary Leadership Development Program (ALDP) Flotilla Staff Officer WOW website material maintenance and updating
- n. Provide reports to the DVC-TL as required



## Job Description

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)

### 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 BC-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 BC-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 BC-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)