ASSISTANT DISTRICT STAFF OFFICER – AUXSCOUT (ADSO-AS)

JOB DESCRIPTION

The Assistant District Staff Officer – AuxScout (ADSO-AS) shall be appointed by the District Commodore (DCO). The office shall only be filled by an appointee if at least one division or flotilla has direct, sustained, and constructive engagement with at least one counterpart Sea Scout Ship. The ADSO-AS shall report to the District Staff Officer – AuxScout (DSO-AS).

The ADSO-AS shall provide district-level assistance to divisions and flotillas as they engage in the AuxScout program, and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership. Ordinarily the ADSO-AS will provide this assistance for a portion of a district.

**Qualifications and training requirements**: The DCO shall consider and validate an ADSO-AS’s possession and successful completion of the following qualification and training requirements prior to making the appointment:

1. A minimum of two years of first-hand experience with the Sea Scouts, the Boy Scouts of America (BSA), and the AuxScout program preferred.
2. Strong knowledge of Auxiliary organization and missions including experience in program and project management with emphasis on working across organizational lines and with senior leaders.
3. Innovative attitude and capability to produce high quality professional products (e.g., briefs, presentations, reports).
4. Strong collaborative spirit and willingness to mentor junior personnel, excellent writing and communication skills, and high proficiency with virtual work-enabling information technology tools.
5. Thorough familiarity with the provisions of the Auxiliary-Sea Scout Youth Development (AUXSCOUT) Program SOP.
6. Thorough familiarity with the Auxiliary / BSA / Coast Guard Auxiliary Association MOA of 25 Aug 18; the Auxiliary-Sea Scout Youth Development (AUXSCOUT) Program SOP; the Coast Guard External Affairs Manual, COMDTINST M5700.13 (series); the Auxiliary Manual, COMDTINST M16790.1 (series); the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series); and the Coast Guard Auxiliary Public Affairs Manual of May 2014.
7. Successful completion of the following courses on the BSA’s adult training website:
8. Youth Protection Training;
9. Sea Scout Adult Leader Basic Training;
10. Safe Swim Defense;
11. Safety Afloat.

**Functions and responsibilities**: The ADSO-AS shall:

## Establish and sustain supportive working relationships with the SO-ASs as well as Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by divisions and participating flotillas.

## Establish and sustain supportive working relationships with cognizant Sea Scout leaders.

## Mentor SO-ASs to establish and sustain constructive relationships with local Sea Scout leaders and local Boy Scout councils that promote and facilitate a spirit of cooperation, open and candid conversation, and enhancement of the AUXSCOUT program.

## Investigate any issues that adversely affect the district's AUXSCOUT program, and facilitate the resolution of such issues, involving the DSO-AS as needed.

## Prepare and submit timely reports of all meetings with the Sea Scouts to the District Staff Officer – Auxscout (DSO-AS). Prepare informative news briefs to keep the district informed of highlights of its engagement in the AUXSCOUT program.

## Solicit, compile, and submit quarterly reports from each Sea Scout Committee (SSC) that is engaged within the district to the DSO-AS by the requested due dates.

## Conduct AUXSCOUT workshops and training seminars for the division and flotillas as needed.

## Provide information to the SO-ASs about BSA conferences and workshops, encourage participation, and participate in applicable BSA training events whenever possible.