DIVISION STAFF OFFICER – AUXSCOUT (SO-AS)

JOB DESCRIPTION

This staff officer shall be appointed by the Division Commander (DCDR). The office shall only be filled by an appointee if the division or at least one of its flotillas has direct, sustained, and constructive engagement with at least one counterpart Sea Scout Ship. The SO-AS shall normally report to the Division Vice Commander (VCDR), unless subject to a consolidated division organization, in which case the SO-AS shall report to the Division Staff Officer – Public Affairs (SO-PA) for consolidated outreach purposes.

The SO-AS shall provide division-level assistance to flotillas as they engage in the AUXSCOUT program, and shall be responsible for direct liaison with the cognizant Sea Scout adult leadership.

**Qualifications and training requirements**: The DCDR shall consider and validate an SO-AS’ 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:
	1. Youth Protection Training;
	2. Sea Scout Adult Leader Basic Training;
	3. Safe Swim Defense;
	4. Safety Afloat.

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

1. Establish and sustain supportive working relationships with the Auxiliary leaders and program managers involved with the AUXSCOUT program as executed by the division and participating flotillas.
2. Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
3. Mentor Flotilla Commanders (FC) 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.
4. Investigate any issues that adversely affect the division’s AUXSCOUT program and facilitate the resolution of such issues.
5. Prepare and submit timely reports of all meetings with the Sea Scouts to the District Staff Officer – AUXSCOUT (DSO-AS) via the VCDR and with copies to other SO-ASs within the district. Prepare informative news briefs to keep the division informed of highlights of its engagement in the AUXSCOUT program.
6. Conduct AUXSCOUT workshops and training seminars for the division and flotillas as needed.
7. Provide information to the division and flotillas about BSA conferences and workshops, encourage participation, and participate in applicable BSA training events whenever possible.