FLOTILLA STAFF OFFICER for the AUXSCOUT PROGRAM (FSO-AS)

JOB DESCRIPTION

This staff officer shall be appointed by the Flotilla Commander (FC). The office shall only be filled by an appointee if the flotilla has direct, sustained, and constructive engagement with a counterpart Sea Scout Ship. The FSO-AS shall report to the Flotilla Vice Commander (VFC).

The FSO-AS shall provide flotilla-level assistance to flotilla members 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 FC shall consider and validate an FSO-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 FSO-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 other participating flotillas.
2. Establish and sustain supportive working relationships with cognizant Sea Scout leaders.
3. Mentor flotilla members 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 flotilla’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 Division Staff Officer – AUXSCOUT (SO-AS) via the VFC and with copies to other FSO-ASs within the division. Prepare informative news briefs to keep the flotilla informed of highlights of its engagement in the AUXSCOUT program.
6. Conduct AUXSCOUT workshops and training seminars for flotilla members as needed.
7. Provide information to the division and other flotillas in the division about BSA conferences and workshops, encourage participation, and participate in applicable BSA training events whenever possible.