

Job Title: Cadet Logistics NCO
Number of Positions: 2
Department: Asheboro High School AFJROTC
Agency: Logistics Flight
Job Announcement Number: AHS AFJROTC-2015-01
OPEN PERIOD: 2 November 2015 thru 16 November 2015
SERIES & GRADE: C/Staff Sergeant
POSITION INFORMATION: A Minimum Two Work Days a Week
DUTY LOCATIONS: Asheboro High School AFJROTC
WHO MAY BE CONSIDERED: All 2nd-4th year AFJROTC Cadets

JOB SUMMARY: “Develop citizens of character dedicated to serving their nation and community.” The objectives of AFJROTC are to educate and train high school students in citizenship, promote community service, instill responsibility, character, and self-discipline, and provide instruction in air and space fundamentals.

The AFJROTC program is grounded in the Air Force core values of “integrity first”, “service before self”, and “excellence in all we do”.

This Job Advertisement is for the position of Logistics NCO. These positions are being filled within the AFJROTC organizational structure and may or may not be promotable positions. These positions are necessary to ensure daily operations of the AFJROTC Logistic Flight and to facilitate the AFJROTC goals established for academic year 2015-16 for Asheboro High School AFJROTC NC-947.

The duty positions are located within the AFJROTC Logistics Flight at Asheboro High School. The positions may be filled as permanent, temporary, or term with a full-time or part-time work schedule. *There is no pay associated with this position.* Credit may be given for community involvement or other areas as deemed appropriate by the AFJROTC Instructor Team.

DUTIES AND RESPONSIBILITIES:

- Report directly to the Logistics NCOIC
- Assist in maintaining continuity book
- Assist in maintaining an inventory of on hand supplies/equipment, uniforms, and textbooks
- Assist in maintaining an inventory of all assigned weapons and sabers
- Assist in maintaining inventory in WINGS
- Assist in accomplishing uniform, book, and accountable equipment supply actions in WINGS
- Assist in developing and publishing procedures for uniform issue and replacement of items
- Assist in distributing supplies and equipment to all functional areas
- Assist in issuing, receiving cadet uniforms items
- Assist in assigning uniform items in WINGS and providing WINGS generated hand receipts
- Assist in ordering and receiving new uniforms and equipment through E-MALL and validating supplies received
- Provide logistical support operations hours
- Provide logistical support to cadet staff for cadet activities to include Drill and Color Guard activities
- Maintain a neat and efficient supply area
- Perform duties as assigned by Instructors and Squadron Commander/Deputy

SKILLS AND SPECIFICATIONS:

- Leadership skills to maintain the logistics department
 - This can be done by keeping the classroom, logistics areas clean and organized
- Organization skills

- o Such as keeping records, and sort uniform items
- Perform well in stressful situations

EDUCATION AND QUALIFICATIONS:

- Must be in good standing with the AFJROTC Cadet Corps.
- Must not be failing any classes at the time of application

HOW TO APPLY: Please submit required documents to Cadet Captain Wendy Ordish through MSgt Worstell no later than, November 16th 2015. A decision will be made the 23rd of November.

REQUIRED DOCUMENTS: Logistics NCO Application

WHAT TO EXPECT NEXT: After all documents are reviewed, qualified applicants will be interviewed for the position, on November 10th. Selection will be made after careful consideration by the SASI, ASI, Squadron and Logistics Flight Commander, and the Logistics NCOIC.

**ANY QUESTIONS CONTACT – CADET CAPTAIN WENDY ORDISH THRU 336-953-3667 OR
WendyO12161275@asheborocityschools.org**

Application for Staff Position

Turn In On or Before 16 November 2015

Name: Cadet _____

Flight: _____

Position being applied for: _____

School Grade Level: _____ Grade Average: _____

Semester Schedule:

1st Period: _____

2nd Period: _____

3rd Period: _____

4th Period: _____

Extra Curriculum Activities (List All For the Entire Academic Year):

1. _____

2. _____

3. _____

4. _____

5. _____

Other Points of Leadership or Recommendations:

Cadet Contact Info:

Phone Number – _____ Email - _____