



BIG SKY ENCAMPMENT
MONTANA WING
CIVIL AIR PATROL
P.O. BOX 1887
GREAT FALLS, MT 59403



SUBJECT: 2024 Senior Member Encampment Staff Positions

DATES: 19 JUNE – 29 JUNE 2024

LOCATION: FORT HARRISON, MT

ENCAMPMENT COMMANDER (*LT COL MATHEW BOLIN*)

Appointed by the wing or region commander to direct the overall encampment program, under the supervision of the director of cadet programs. This position's major functional areas include:

- Overall attainment of the encampment program's mission and vision
- Recruitment, selection, and management of the encampment staff
- Budgeting and supervision of finances
- Liaison with the host facility
- Ensuring that the encampment operates in compliance with all CAP policies
- Supervision of and ultimate responsibility for the safety, fair treatment, and morale of all participants
- Representing CAP to the public, the media, service providers, and cadets' parents

DEPUTY ENCAMPMENT COMMANDER FOR SUPPORT (*CAPT CHRISTOPHER MEIER*)

Provides for the encampment's logistical, financial, and administrative needs. Supervises the encampment support staff. This position's major functional areas include:

- Budget preparation, purchasing, and bookkeeping
- Coordination of ground transportation, including obtaining vans from the wing or squadrons
- Coordination of aircraft and pilots for orientation flights, in cooperation with the wing operations staff
- Liaison with the host facility and coordination of billeting, dining, classroom, and related needs
- Processing of encampment applications
- Coordination of military support authorizations, personnel authorizations, and other items
- Dissemination of welcome letters, equipment lists, and maintenance of the encampment website
- Management of intra-encampment communication systems (cell phone rosters, radio networks)
- Media relations and publicity to internal CAP audiences and cadets' parents

PLANS AND PROGRAMS OFFICER (*VACANT, 1 NEEDED*)

Manages the encampment's instructional content. This position's major functional areas include:

- Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility
- Programming the curriculum so that the encampment fulfills the minimum required content

- Developing a plan of instruction for the encampment commander's approval, and coordinating with the host facility and/or outside agencies for tours, guest speakers, classroom facilities, etc.
- Developing and maintaining the encampment schedule, and verifying guest speakers' participation and tour hosts' readiness a day or two in advance.
- Selecting and preparing instructors (senior staff, cadre, or guests) for required courses; monitoring courses to ensure the students attain the learning objectives.
- Facilitating the student, cadre, and staff end of encampment critique process.

TRAINING OFFICERS (*CORDINATED BY MAJ SCHOBER, CHIEF TRAINING OFFICER, 4 NEEDED*)

Training officers are assigned to each flight at an encampment. They are CAP senior members who are the cadets' first-line adult leaders. They also fulfill a critical role as mentors to the cadets, particularly the flight staff. Assistant training officers are assigned as available. Senior training officers are also assigned as available, and serve at the squadron level and supervise flight-level training officers. In large encampments, a chief training officer supervises the full team of training officers and provides guidance and mentoring to newcomers. This position's major functional areas include:

- Ensuring the cadets' safety, health and well-being
- Observation, training, mentoring, and evaluation of flight staff
- Observation, training, and evaluation of students
- Ensuring that the encampment's curriculum and learning goals are progressing as expected
- Personal counseling of cadets, as necessary
- Responsible stewardship of resources, whether belonging to CAP or the host facility

LOGISTICS SUPPORT ADVISOR (*VACANT, 1 NEEDED*)

Oversees and coordinates all logistics and supply chain activities during the encampment. This position requires a detail-oriented individual with strong organizational and communication skills to ensure the seamless execution of logistical operations, contributing to the overall success of the encampment.

- Manage and optimize the supply chain process, from procurement to distribution, to meet the needs of the encampment.
- Monitor and control inventory levels, ensuring that necessary supplies and equipment are available when needed.
- Guide logistic cadets to implement efficient inventory management practices and track usage throughout the encampment.
- Coordinate transportation logistics, including planning routes, and ensuring timely and cost-effective delivery of supplies.
- Oversee cadets distribute materials to various encampment locations.
- Supervise warehouse operations, ensuring proper storage, handling, and distribution of supplies.
- Ensure compliance with relevant regulations and standards, including transportation regulations, safety protocols, and encampment policies.
- Oversee Cadets collaborate with various encampment departments to coordinate logistics activities effectively.

- Communicate clearly with team members to prevent delays and address logistical challenges promptly.
- Encourage Cadets to identify opportunities for process improvements and adopt new technologies to enhance logistical efficiency.
- Provide feedback and recommendations for enhancing the overall logistics strategy of the encampment.

FINANCE OFFICER (*VACANT, 1 NEEDED*)

Managing the financial activities of the encampment. This role requires a skilled financial professional with a commitment to accuracy, transparency, and adherence to financial policies. The Finance Officer plays a critical role in ensuring the fiscal health and success of the encampment.

- Collaborate with encampment leadership to develop a comprehensive budget.
- Monitor budget performance and provide regular updates to stakeholders.
- Present financial information to encampment leadership for decision-making.
- Review and approve encampment expenses, ensuring compliance with budgetary constraints and organizational policies.
- Implement effective controls to manage and monitor expenditures.
- Oversee the collection and recording of fees and revenue.
- Implement processes for accurate tracking and reconciliation of all financial transactions.
- Develop, update, and enforce financial policies and procedures to ensure transparency and accountability.
- Provide training to encampment staff on financial processes.
- Manage cash flow, including reimbursements
- Conduct regular financial analysis to identify trends, variances, and areas for improvement.
- Collaborate with other encampment officers and staff to align financial goals with overall encampment objectives.
- Participate in regular meetings to communicate financial updates and insights.

PUBLIC AFFAIRS SUPPORT ADVISOR (*VACANT, 1 NEEDED*)

Managing and oversee the communication and public relations efforts of the encampment. The ideal candidate will possess strong communication skills, a strategic mindset, and the ability to effectively convey the encampment's mission and achievements to diverse audiences.

- Cultivate and maintain relationships with media outlets, journalists, and influencers.
- Serve as the primary point of contact for media inquiries and oversee cadets coordinate interviews with encampment leadership.
- Guide Cadets to develop and execute comprehensive public relations campaigns to highlight the encampment's mission, activities, and accomplishments.
- Oversee Cadets create and distribute press releases, articles, and other materials to relevant media channels.
- Oversee the encampment's social media presence, including content creation, posting schedules, and community engagement.
- Monitor social media channels for relevant discussions, trends, and opportunities.
- Oversee newsletters, announcements, and updates to keep staff and participants informed.

- Develop and implement crisis communication plans to address potential issues or emergencies.
- Act as a spokesperson during crisis situations, providing accurate and timely information to the public and media.
- Mentor Cadets to capture of high-quality photos and videos during encampment activities.
- Oversee the management of the storage and distribution of visual assets for promotional use.
- Mentor Cadets to promote encampment events through various channels to maximize attendance and engagement.
- Uphold and enhance the encampment's brand identity in all communication materials.
- Ensure consistent and positive representation of the encampment across various platforms.

HEALTH SERVICES OFFICER (*VACANT, 1 NEEDED*)

Overseeing the health and well-being of encampment participants. This position requires a qualified healthcare professional with strong organizational and interpersonal skills to ensure the delivery of high-quality health services during the encampment.

- Coordinate and manage all health services provided during the encampment, including first aid, medical evaluations, and emergency care.
- Lead and supervise a team of medical personnel, ensuring proper training, staffing, and coverage for all encampment activities.
- Collaborate with first aid staff to address the health needs of participants.
- Develop and implement emergency response plans for medical situations and coordinate with local emergency services when necessary.
- Perform health assessments for encampment participants, ensuring medical suitability for the planned activities.
- Maintain accurate health records and confidentiality of medical information.
- Provide education to participants on self-administration of medications when applicable.
- Develop and deliver health education sessions for participants and staff on topics such as hygiene, nutrition, and overall wellness.
- Promote a healthy and safe encampment environment, provide health-related guidance to ensure the well-being of participants.
- Maintain open communication with participants regarding health-related matters.
- Serve as a liaison between the encampment and external healthcare providers when needed.
- Ensure compliance with health and safety regulations, including those related to medical facilities, equipment, and personnel.

ADMINISTRATION OFFICER (*VACANT, 1 NEEDED*)

Managing administrative tasks, ensuring smooth operations, and supporting the overall organization of the encampment. This role requires a detail-oriented and organized professional with excellent administrative and interpersonal skills.

- Establish and maintain an organized and efficient office environment for encampment activities.
- Manage office supplies, equipment, and facilities.

- Maintain personnel records and ensure compliance with organizational policies.
- Manage and organize encampment documentation
- Schedule and coordinate meetings, briefings, and other events.
- Provide logistical support for meetings, including room setup, materials preparation, and follow-up actions.
- Assist in coordinating travel arrangements for staff, participants, and guests.
- Manage accommodation logistics, including reservations and room assignments.
- Provide support in budget tracking and record-keeping.
- Enter and maintain accurate data in databases or management systems.
- Generate reports and summaries as needed.
- Provide administrative support to the encampment leadership team.
- Ensure compliance with organizational policies and procedures.
- Assist in addressing any administrative issues or concerns.