



**CIVIL AIR PATROL**  
U.S. AIR FORCE AUXILIARY

THE HAWAII WING  
Cadet Development team



D etail - Oriented

E nthusiastic

V olunteers

E volutionary

L eaders

O bjective - Driven

P erseverance



## CADET DEVELOPMENT TEAM PURPOSE



The HIWG Cadet Development Team was created in order to provide Cadet Officers an opportunity to further **DEVELOP** their leadership capabilities.

The Cadet Development Team members will **DEVELOP** their leadership capabilities through the planning, coordination, and execution of the monthly Cadet Programs Activities.

In the Cadet Development Team structure, Senior Members provide oversight while Cadet Leaders **DEVELOP** and execute Wing-level Cadet Activities.



# CADET DEVELOPMENT TEAM BENEFITS



The Cadets on the Development Team will select other Cadets to **DEVELOP** the classes and manage the set up and break down of the event. This strengthens our Cadets by nurturing the development of public speaking and small group management skills.

Students at each Wing-level activity benefit from 9 units coming together to learn, grow, and **DEVELOP** as a team and to create meaningful relationships with one another.





# CADET DEVELOPMENT TEAM BOUNDARIES



Cadet Development Team Members have the added leadership challenge of managing their workloads and make contributions to both their unit and the Wing.

Cadet Development Team Members are separate from the members of the Cadet Advisory Council (CAC) in order to allow more Cadets the opportunity to serve at the Wing level.

The Cadet Development Team is not responsible for the planning and execution of Encampment. Members are allowed to apply for Encampment Cadre positions.



# CADET DEVELOPMENT TEAM CHAIN OF COMMAND

The members of the Cadet Development Team will report directly to the Cadet Leadership Officer who then reports to the Senior Member Cadet Programs Staff. Mission Directors do not fall into the Chain of Command for Cadet Programs activities. However Mission Directors will be consulted as subject matter experts to provide essential educational contributions to activities themed after respective area. Please refer to the right side of this slide for a complete Chain of Command for Cadet Programs Activities.





# CADET DEVELOPMENT TEAM SUPERVISORS



HIWG Director of Cadet Programs ~ LtCol. Marlene Johnson

Assistant Directors of Cadet Programs ~ Capt Christine Everhard/Maj Tim Everhard/Capt Andrew Gomes/1Lt Denton Alvarado

Advisor to the Cadet Development Team ~ C/Col Aiden Alvarez





# CADET DEVELOPMENT TEAM POSITIONS



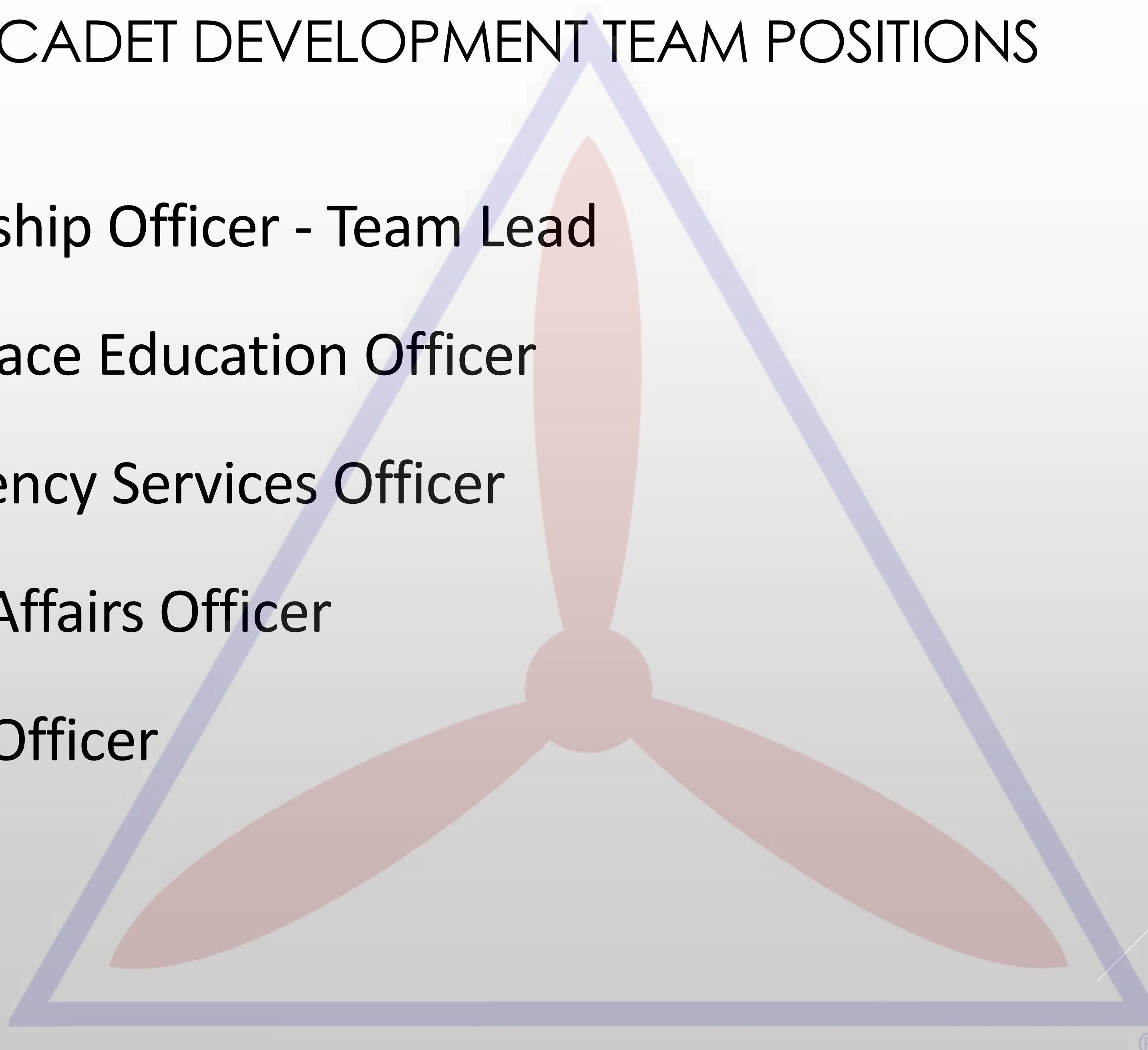
Cadet Leadership Officer - Team Lead

Cadet Aerospace Education Officer

Cadet Emergency Services Officer

Cadet Public Affairs Officer

Cadet Safety Officer





# CADET LEADERSHIP OFFICER – SUPERVISORY RESPONSIBILITIES

C/Captain and above, 1 or more years of Encampment Cadre experience, 1 or more years of Wing CP experience. Preferably a prior Cadet Commander

- o Responsible for supervising the other members of the Cadet Development Team.
- o Ensure Cadet Development Team members are completing all assigned tasks by the respective deadline.
- o Ensure Cadet Development Team members are communicating actively with their respective Director.
- o Ensure Cadet Development Team Members and are upholding the values of the Cadet Development Team.



# CADET LEADERSHIP OFFICER – PERSONAL RESPONSIBILITIES

C/Captain and above, 1 or more years of Encampment Cadre experience, 1 or more years of Wing CP experience. Preferably a prior Cadet Commander

- o Responsible for working with Cadet Programs Senior Staff to produce a budget for each activity (In person events only).
- o Responsible for putting together the food menu for each activity (In person events only).
- o Responsible for leading the execution of each of the activities.
- o Responsible for selecting Cadet instructors for leadership related activities.
- o Can commit 2-5 hours a week to the position, in addition to time spent at the actual activity and any work required at the Squadron level.



# UNIVERSAL RESPONSIBILITIES



All positions are:

- o Responsible for completing all tasks assigned on time.
- o Responsible for engaging in regular and professional communication with their respective Director.
- o Responsible for taking lead and selecting Cadet Instructors for Cadet Programs activities with a focus on their respective subject matter.



# CADET AEROSPACE OFFICER



C/SMSgt and above

- o Guide Cadets in implementing STEM kit activity at the Squadron level.
- o May be asked to help coordinate additional Aerospace Education trainings for Cadets, these additional trainings would require you to develop a plan on how to instruct traditional hands-on AE activities in a virtual format.
- o Can commit 1-3 hours a week to the position, in addition to time spent at the actual activity and any work required at the Squadron level.



# CADET EMERGENCY SERVICES OFFICER



C/SMSgt and above

- o Need to have or be actively working towards Mission Staff Assistant qualification.
- o May be asked to help coordinate additional Emergency Service trainings for Cadets.
- o Can commit 1-3 hours a week to the position, in addition to time spent at the actual activity and any work required at the Squadron level.



# CADET PUBLIC AFFAIRS OFFICER



C/SMSgt and above

- o Responsible for photography of all in person activities (or videography).
- o Responsible for posting about activities on social media.
- o May also employ other creative arts in the service of Public Affairs (graphic design, journalism, podcasting and marketing).
- o Will work on a variety of platforms such as Facebook, Instagram, Twitter and Smugmug (Please ensure your parents are okay with you. having an account on each of these platforms in order to complete your responsibilities).
- o May be asked to help coordinate additional Public Affairs training for Cadets.
- o Can commit 1-3 hours a week to the position, in addition to time spent at the actual activity and any work required at the Squadron level.



# CADET SAFETY OFFICER



C/SMSgt and above

- o Responsible for monitoring participants in the virtual learning environment to ensure only approved members are in the meeting.
- o Responsible for producing a completed ORM for each in-person Cadet Programs activity.
- o Responsible for ensuring cleaning protocols and policies are adhered to at all in-person Cadet Programs activities.
- o Can commit 1-3 hours a week to the position, in addition to time spent at the actual activity and any work required at the Squadron level.



# CADET DEVELOPMENT TEAM APPLICATION

- o Meet position specific requirements (listed on each of the position description slides directly under the position title)
- o A resume adhering to the guidelines expressed in Learn to Lead, Volume 2, Page 178.
- o A 300-500 word letter to the HIWG Cadet Programs staff on how you will **DEVELOP** HIWG Cadet Programs if given the position, what qualifies you to serve in the position, and why you want the position.
- o A letter from your Squadron Commander stating they have talked with you about the position and they approve your application (not a letter of recommendation).



APPLY TO BE A MEMBER ON THE  
CADET DEVELOPMENT TEAM

