

FTAC Team Lead Position

Application Deadline: 28 October 2022

Member Start Date: 7 November 2022

Job Responsibilities

- Coordinate class briefings with base staff agencies to instruct first term Airmen.
- Manage student rosters/Make phone calls/emails for appointments
- Conduct morning roll calls and instruct briefings.
- Compile, consolidate, and route course feedbacks for leadership awareness.
- Utilize Microsoft Word, Excel, PowerPoint, and Outlook.
- Perform duties as assigned by the Airmen Development Advisor (ADA).
- Manage any classes in absence of ADA.
- Present a professional appearance, possess effective communication/organizational skills, and the ability to work independently.

POSITION DESCRIPTION

The First Term Airmen Course provides a structured professional development program as Airmen transition from a training mindset to a mission-oriented environment. FTAC now includes the Profession of Arms Center of Excellence (PACE) Airmanship 300 curriculum, aimed at developing the next generation of Air Force leaders. The FTAC Team Lead is in a unique position to influence new Airmen and must be dedicated to mentoring, demonstrating core values, and serving as a positive role model. He/she will be responsible for the day-to-day operations of FTAC and managing the activities of all assigned Airmen. The FTAC Team Lead coordinates with base staff agencies, develops FTAC training schedules/events, and instructs lessons.

QUALIFICATIONS

- Must be a volunteer.
- Member must not be currently tasked to deploy and unit of current assignment, does not consider them to deploy for the year term.
- Commander's recommendation and release from duty.
- Must be a SSgt with at least 24 months TIG or TSgt.
- Be outstanding in appearance, military bearing, & conduct on/off duty.
- Must have passing fitness test, no failure on any portion within the last 12 months.
- EPR rating of at least "Exceeded some", but not all expectations on last 3 EPRs.
- Ability to speak distinctly and communicate well with others.
- Must understand conflict resolution and display high level of emotional intelligence.
- Have no quality force indicators (Article 15, UIF, LOR [last 3 years], etc.)
- No current or unresolved mental health problems.
- Completed ALS.

Assignment: The member will be assigned to the 4th Force Support Squadron for the period of six months (Unfunded Position).

Application: Single PDF with:

- Completed/signed "FTAC Team Lead Release Memo"
- Copies of last three performance reports must demonstrate consistently high standards of character, discretion, loyalty, and performance. Must have an overall performance assessment rating of "AC-Exceeded some, but not all expectations" with overall rating of "PROMOTE" or higher.
- SURF
- Physical Fitness Assessment History

E-Mail Application To:

4FW Career Advisor

4fw.caa.careeradviser@us.af.mil

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