



R.C.S.C.C. NELSON

Terms of Reference

Position Title: Chief of Training
Short Title: Trg Chief

Established Rank: CPO2
Date Revised: 10 Oct 12

Responsible To: Training Officer

Subordinates: Phase Staff
Program Staff
Exercise Staff

Job Description

The Chief of Training assists the Training Officer in ensuring the Mandatory, Complementary and Optional Training programs proceed at the local and inter-corps level in accordance with applicable QSPs, orders and documentation.

Primary Duties

1. Contacting the Trg O weekly for messages and instructions;
2. Liase with RPO and Chief Spt Svcs to ensure all departments needs are met;
3. Communicate training staff concerns to Ship's Coxswain/Trg O as applicable;
4. Unlock classrooms and ensure adequate space for training to be conducted;
5. Ensure that the Weekly Training is organized and conducted efficiently with all instructor positions covered;
6. Assist Trg O with planning and execution of all weekend and optional training;
7. Post the Weekly Routine Orders at least one week in advance on the corps notice board;
8. Supervise weekly training, and ensure all cadet instructors are on task, whether instructing or free;
9. Maintain a high level of dress and deportment at all times. It is imperative that the Trg Chief sets an excellent example for the corps at all times;
10. Confer with the Trg O on amendments to the Training Program each evening; and

11. Follow all additional orders from the Trg O or higher authority.

Secondary Duties

1. The Trg Chief shall be thoroughly familiar with all QSPs and IGs.