

<u>Appointment Title</u>	Drill and Ceremonial Assistant (D&C A)
Alternate Title	Drill Team Commander
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Drill and Ceremonial Assistant is a leadership appointment within the corps/squadron who is responsible for maintaining high drill and dress standards amongst the corps/squadron.
Reports to	Senior Training Cadet (Sr Trg Cdt)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Experience as a team leader. <input type="checkbox"/> Knowledge of drill and ceremonial. <input type="checkbox"/> Knowledge of cadet corps/squadron parade formats and ceremonial events. <input type="checkbox"/> Experience taking part in drill and ceremonial activities and training. <input type="checkbox"/> Completed PO 408. <input type="checkbox"/> Familiarity with the Canadian Forces Manual of Drill and Ceremonial. <input type="checkbox"/> Experience as a member of a drill team. <input type="checkbox"/> Experience as a flag party member. <input type="checkbox"/> Experience at local, zone, area, regional, national drill team events and competitions. <input type="checkbox"/> Completed the Drill and Ceremonial Instructor Course (DCIC).

Primary Duties	<input type="checkbox"/> Instruct drill.
	<input type="checkbox"/> Deliver feedback and praise to cadets.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Coordinate with Drill and Ceremonial Instructor to learn parade formats for ceremonial events.
	<input type="checkbox"/> Participate in event-specific practices.
	<input type="checkbox"/> Assist with coaching others during drill and provide constructive feedback.
	<input type="checkbox"/> Seek information about parade formats for ceremonial events.
	<input type="checkbox"/> Remain effective during stressful situations.
	<input type="checkbox"/> Coordinate drill team activities and routines.
<input type="checkbox"/> Work in a team environment.	

	<input type="checkbox"/> Motivate cadets to achieve personal and team goals and objectives.
	<input type="checkbox"/> Communicate regularly with cadets concerning practices, training, social events, and competition information.
	<input type="checkbox"/> Any other duties as assigned by the Senior Training Cadet.
Secondary Duties	<input type="checkbox"/> Coordinate drill team try-outs with the Senior Training Cadet.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Contribute to planning and organizing drill related activities in coordination with the chain of command
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.