



POSITION: Flight Staff Assistant

REPORTS TO: Vice President of Operations

REQUIREMENTS:

- Flight experience with Villages Honor Flight
- Knowledgeable about the organization and its history
- Advanced computer skills (Word, Excel, PowerPoint, Access, General Internet.
- Ability to use VHF Data Base
- Effective communication skills

DUTIES:

- 1) Assist Vice President of Operations and Mission Flight Staff during active Missions
Flight Staff to include:
 - (a) Flight Director
 - (b) MXO
 - (c) Bus Captains
 - (d) Photography Team
 - (e) Medical Team
- 2) Confirm current Flight Staff information in the system, update when necessary
- 3) Add additional flight staff in the system when identified; archive those no longer active
- 4) Run reports/extracts from VHF Database as needed or requested
- 5) After the matching meeting run the report for the FD to give to the Squad Leaders
- 6) Send reminders to Flight Staff when items are needed (e.g. renew CPR, get FTF, DNS, etc.)
- 7) Assist Flight Staff for check-in at preflight meetings (prepare clipboards)
- 8) Run emergency contact report for FD & staff a few days before the flight
- 9) Keep library of Mission Checklists and Contacts for each Mission
- 10) Send out jot forms to staff after the flight
- 11) Compile Guardian Survey results at completion of Mission
- 12) Enter Guardian evaluation ratings into database.
- 13) Assist President in preparation of Mission schedule summary for National Honor Flight.
- 14) Any other duties as deemed necessary to support the Mission.