



Position: Vice President Operations

Reports to: Hub President

REQUIREMENTS:

- Extensive Flight experience with Villages Honor Flight
- Knowledgeable about the organization and its history
- Advanced computer skills (Word, Excel, PowerPoint, General Internet)
- Ability to understand VHF Data Base
- Effective written and oral communication skills

DUTIES:

- 1) Select and train Flight Staff identified for FD position. Select FD for each mission and work with FD in assigning staff for each mission. Meet with all FDs at the beginning of new year to plan and organize DC missions.
- 2) Confirm current Flight Staff information in the system, update when necessary
- 3) Add additional flight staff when the need is identified; archive those no longer active; Identify and organize training for new staff positions when required.
- 4) Work with each Coordinator in Operation so they have the resources needed.
- 5) Contract with Lady Lake PD for police escort on all DC missions.
- 6) Analyze post mission reports to ensure policies and procedures are followed.
- 7) Develop new procedures/policies when required.
- 8) Authorize purchases required in support of missions up to \$1,000.00.
- 9) Attend monthly Management meeting representing Flight Operations.
- 10) Manage the recruitment and training of Staff volunteers.
- 11) Complete annual report to Hub President on Operations