



P&DARCS

Pakenham and District Aircraft Radio Control Society

Pakenham and District Aircraft Radio Control Society (P&DARCS)

Position Description: Chief Flying Instructor (CFI)

Term: Appointed annually by the Committee (or at the discretion of the committee)

Reports to: Club President and Committee

Reference: P&DARCS Operational Procedures/Club Constitution and MAAA Procedures

Role Overview

The Chief Flying Instructor (CFI) is responsible for overseeing flight training and pilot development at P&DARCS. The CFI ensures all instruction and assessments are conducted in accordance with MAAA procedures and supports the safe progression of pilots from beginners to solo and wings-accredited flyers.

This role has no Financial Authority, and the CFI may not incur any expenses without prior approval from the Committee.

Key Responsibilities

- **Instruction Oversight**
 - Coordinate and support the club's team of instructors.
 - Ensure training practices align with the MAAA MOP027 – Award of Wings and Instructor Ratings.
 - Mentor new instructors and encourage consistency in training standards.
- **Pilot Training & Assessment**
 - Provide instruction to new members and student pilots.
 - Assess pilots for MAAA Bronze and Gold Wings certification.
 - Maintain training records and track pilot progression.
- **Safety & Education**
 - Promote safe flying habits and reinforce MAAA airspace and operational rules.
 - Assist the Safety Officer in identifying unsafe flying behaviour and providing corrective guidance.
 - Ensure student pilots are aware of field rules, flight line discipline, and radio procedures.
- **Event & Display Support**
 - Assist with pilot briefings and safety checks during club events and public demonstrations.
 - Ensure all demonstration or display flying is carried out by appropriately certified pilots.

Skills & Attributes

- MAAA-recognised Instructor for at least 5 years with current Wings rating
- Strong communication, teaching, and leadership skills
- Familiarity with a range of aircraft types and flight modes
- Supportive, patient, and safety-focused approach to instruction

Commitment

- Attend monthly committee meetings (as required) and report on training matters
- Be regularly available for instruction and assessments
- Maintain up-to-date knowledge of MAAA training standards and procedures

For more information, refer to the [P&DARCS Club Documentation](#) page.