

SOUTH PLAINS YOUNG MARINES

Awards Officer

Make sure every achievement is seen, celebrated, and remembered!

What Does an Awards Officer Do?

The Awards Officer plays a meaningful role in keeping our Young Marines motivated and recognized for their hard work. You'll track achievements, manage the awards process, and help coordinate the moments that mean the most — when a Young Marine steps up to receive recognition in front of their peers and family. If you're detail-oriented, organized, and love celebrating others' success, this role is a fantastic fit.

What You'll Be Involved In

Awards Management

- Track Young Marines' achievements, verify award eligibility against National guidelines, and submit recommendations to the unit commander in a timely manner.

Documentation & Record-Keeping

- Keep accurate records of all awards in the unit database and individual service records. Ensure all forms, certificates, and documentation are complete and securely stored.

Award Ceremonies

- Help coordinate and organize award presentations during drills, events, and special gatherings — making sure every recipient is honored with care and professionalism.

Communication & Collaboration

- Stay in close communication with unit leadership and the Training Officer to anticipate upcoming awards needs and keep everyone informed of progress.

Education & Support

- Help Young Marines and parents understand the awards process, eligibility requirements, and how to track progress — so no achievement goes unnoticed.

Find Your Fit — Choose Your Commitment Level

HIGH	MEDIUM	LOW
Present for all drills, events, and meetings. Maintains thorough records year-round and stays current on all award requirements.	Available for most drills and events. Assists with award preparation, documentation, and communication as directed.	Assists as needed — helping update records, prepare for ceremonies, or support in-person activities as schedule allows.

What We're Looking For

If you love keeping things organized and making sure people get the recognition they deserve, this role is for you!

- Detail-oriented and thorough — accuracy matters in this role
- Organized and comfortable managing records and documentation
- Familiar with basic office tools like Microsoft Excel or Google Sheets (helpful but not required)
- Good communicator who can keep leadership and families informed
- Experience in administrative, record-keeping, or coordination roles is a plus — but not required
- A heart for recognizing and celebrating young people's hard work and growth

Love a good spreadsheet and a well-run ceremony? This role has your name on it. Reach out and let's connect! **Semper Fi!**