

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Attendant (Fitness Center) - *Part-Time #50456278 **ANNOUNCEMENT NO.** 053-2016

SALARY: AS-609 / \$10.15 hourly

LOCATION: LANG-CB, Camp Beauregard, Pineville, Louisiana

OPEN: 14 June 2016

CLOSE: 28 June 2016

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must be certified in CPR and AED. Fitness Center Attendants are there in case of a medical emergency.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel will be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Primary duties and responsibilities as a Fitness Center Attendant consist of the following: Works the check in desk at Camp Beauregard Fitness Center. Check patron's military ID. Ensure patrons sign in when coming to work out. Inform patrons on the rules and regulations of the fitness center and ensure that patrons adhere to them. Ask patrons to put items back up when they are done using them. Ensure patrons are using the Fitness Center facility and equipment safely. In the event of any issues dealing with patrons, refer them to the Billeting Office. Notify Force Protection as once in the event of a fight, damages to fitness center structure/equipment or any other matter that warrants Force Protection attention. Call 911 if there is a medical emergency and initiate the emergency action plan. Render CPR and AED if needed, until first responders arrive. When closing Fitness Center for the day, conduct a walkthrough of the facility and ensure the saunas, showers, sinks faucets, and lights are turned off and all doors are closed and locked. Report to work on time, dress IAW SMD SOP, personal hygiene IAW LMD SOP, and follow all regulations and policies. Secondary duties and responsibilities consist of the following: Keep the entrance swept and clean of debris. Vacuum floors when needed. Wipe off equipment on a daily basis. Check bathrooms, sweep and empty trash on a daily basis. Conduct a daily walkthrough of the Fitness Center facility and record any issues and report to Billeting Office. Store any fitness equipment left out on the floor back to original location. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

SFC (Ret) Theresa Walker
LMD-HR, Bldg. 718 "E" St., Camp Beauregard, Pineville, La. 71360
E-mail: theresa.j.walker2.nfg@mail.mil
Office: (318) 641-5393 / (318) 641-5392
Fax: (318) 290-5060