

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant Coordinator (Programs) - *Part-Time
#50499598

ANNOUNCEMENT NO. 156-2015

SALARY: AS-607 / \$9.30 hourly

LOCATION: LANG-YCP-GL, Gillis Long Center, Carville, Louisiana

OPEN: 16 December 2015

CLOSE: 30 December 2015

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave and qualify for merit increases but receive no other benefits (i.e. insurance or retirement).*

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 Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** Must have working knowledge of Windows and Microsoft Office (Word, Powerpoint, Excel, Access and Outlook). Must be available for some overnight travel. Able to organize, coordinate and supervise all cadet activities to include on-post activities and community service with an understanding of the unique properties of each, as well as the overall goals of the Youth Challenge Program. Tact, patience and organizational skills are a must

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

c. **OTHER REQUIREMENTS:** The 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:** Reports to the Program Coordinator. Responsible for assisting the Program Coordinator in ensuring that all Youth Challenge Cadets are exposed to opportunities and events that will enrich the eight core components of the program (i.e. community service, life coping skills, etc). Assist in creating a pictorial history of each cycle of Cadets. Coordinate design and makeup of the cadet yearbook. Assist in coordinating with Gillis W. Long staff and any outside resources as it pertains to events and functions. Input Cadet data into database. Supervise the YCP Cadets as it pertains to scheduled events and activities. Ensure that each YCP Cadet is provided with every opportunity to participate in events and activities. Monitor, coach and provide special assistance as needed to ensure compliance with program standards and policies. Completion of SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually. 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/join-us/state-technician-vacancies>** Application(s) must be submitted to the appropriate Human Resources Employee Assistance Officer:

Ms. Carol Hadley
LMD-HR (Gillis W. Long Center), Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772