

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Recruiter – 2 Positions #184303 / #18243

ANNOUNCEMENT NO. 049-2017

SALARY: AS-614 / Minimum \$29,598 / Maximum \$62,317 annual salary hourly

LOCATION: Youth Challenge Program, Recruiting Department, Camp Beauregard, Pineville, Louisiana

OPEN: 22 March 2017

CLOSE: 5 April 2017

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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:** High school diploma or equivalency required. Two year Associate Degree required; Bachelors Degree preferred. Additional certifications, licenses and trainings are favorable. Previous experience working or volunteering with youth development programs and agencies is highly recommended. As a representative of both the Louisiana National Guard and the Louisiana National Guard Youth Challenge Program, employee is required to dress professionally, and maintain strict professional appearance and dress in compliance with Louisiana State Military Department and Louisiana National Guard Education Programs Dress Code Policy. Excellent, effective and efficient interpersonal communication and presentation skills are required. Employee must be able to work both independently and as a team member, depending on the nature of the task required, to engage and inform peers, superiors, subordinates, agency personnel, potential applicants, family members and the general public. Ability to research, identify, organize, implement and execute outreach activities is required. Employee must be able to independently travel extensively statewide (occasionally overnight) in order to present program information. Technological proficiency is required. Abilities should be considered above average, and not limited to a basic understanding of word processing programs. Utilizing a wide variety of applications, programs, and devices quickly and expertly is expected in order to maximize job performance. Available to report to duty during emergency or disaster situations is required.

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 may 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. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

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:** Learn scripted dialog and presentation scripts. As a representative of 3 Louisiana National Guard Youth Challenge Program (YCP) locations, recruiters must memorize a large amount of detailed information regarding every aspect and phase of YCP, which may vary dependent upon location, in order to communicate that information publically, by giving presentations and communicating with both potential applicants and family members of cadets currently enrolled. Through partnerships and developed relationships with “stakeholders” in assigned territories solicit, arrange and conduct informational presentations/meetings for personnel and interested persons within school, government and community agencies statewide in order to promote and market YCP. Establish and maintain a physical folder of all school, government and community contacts and “stakeholders” within each assigned territory/parish. The folder should contain “stakeholder” contact information and documentation of personal visits, points of contact and after action notes for follow up tasks and future appointments. Establish and utilize an electronic mapping database of all school, government and community locations within assigned territories/parishes. Maps should contain physical address, GPS coordinates and contact information to locate organizations and agencies while traveling. Recruiters maintain and access contact points and travel routes utilizing software on smartphone devices while performing job duties while traveling. Recruiters utilize “event tracker” documents to schedule upcoming calendar obligations and maintain departmental records of events and presentations as part of after action duties. Recruiters should model professional behavior and demonstrate appropriate boundaries consistent with a state employee who works closely with at-risk youth. Strict professionalism is expected at all times in dress, communication and conduct. Recruiters are expected to dress in business casual attire and wear a provided YCP uniform shirt when attending conferences, networking meetings and when delivering information presentations. At all other times, and when uniform shirts are not worn, business casual attire should be fit and worn in such a way that is considered modest and in compliance with YCP Dress Code Policy. Maintain professional, approachable, transparent and proactive communication with YCP staff and departments through participation in YCP program events such as Intake Days, Family Days and Graduations. Assist with media relations as assigned at YCP Family Days and Graduations. This may involve working cooperatively with program leadership and staff to assist media personnel to take photographs or conduct interviews; may also involve taking photos and videos as assigned to distribute to media upon request the same day as the event. Media Advisories and Press Releases may also be assigned at discretion of supervisor. Utilize ‘Media Questions and Answers’ document in addition to sound judgement and professional experience in order to represent Louisiana Youth Challenge Programs through participation in assigned television tapings and radio recordings in order to recruit, promote and market YCP, program interviews and upcoming events. Research and recommend new/updated/innovative advertising strategies in order to recruit, promote and market YCP. Research and recommend new/updated policies which will improve departmental effectiveness and promote departmental goals. Maintain honest and accurate record of time and attendance while performing job duties and responsibilities, which includes documentation with leave slips/k-time slips. In accordance with departmental “travel” and “budget” Standard Operating Procedures, work closely with YCP program budget departments to complete and submit all travel forms and documents: submit necessary credit card statement documentation required prior to suspense within software system, submit J6 documents, per diem vouchers and hotel expenditures. Abide by all GSA guidelines and operating procedures. Maintain responsibility for care and condition of assigned GSA vehicle, including performance of regular preventative maintenance inspections. Adhere to all state and organizational policies and procedures. 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.

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