

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Coordinator (Program)

**ANNOUNCEMENT NO.** 057-2019

**SALARY:** SS-410 / Minimum \$27,706 / Maximum \$53,435 annually

**LOCATION:** LA Military Department, Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

**OPEN:** 12 March 2019

**CLOSE:** 26 March 2019

**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>

**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:** Working knowledge of Windows and Microsoft Office (Word, PowerPoint, Excel, Access and Outlook). Able to organize, coordinate and supervise all cadet activities, to include on-post and off-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. Must be available for some overnight travel.

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

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. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a 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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

**4. POSITION DESCRIPTION:** Primary advisor to the Executive Level pertaining to Cadet Activities, Guest Speakers and Community Service issues. Responsible for ensuring that all Job 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). Publicize the program to the public by scheduling and speaking on behalf of the program to various community sectors. Establish a working relationship with the public sector to promote and proliferate activities for the program. Participates in the negotiation of contracts and agreements with vendors concerning cadet activities. Coordinate with staff to plan graduation ceremony. Coordinate activities of the cadets to confirm that each of them meet the 40 hours per cadet requirement by Week 21 in accordance to Task 2 of the NGBCA. Coordinate any other activities planned by other departments and communicate information at weekly staff meetings. Coordinate all visits and presentations to correspond with the JCP cycle calendar and all post facility calendars. Conduct class on service to the community according to National Guard Bureau Task 1 of the Cooperative Agreement. Plan for the successful implementation of each activity to include arranging for payment, meals and transportation. Obtain outside resources and provide oversight for cadet enrichment. (i.e. guest speakers, service to the community events, fun and relaxation outings, and educational and motivational tours etc). Ensure that each JCP cadet is provided with every opportunity to participate in events and activities. Incorporate all resources available to enhance the “residential phase” for each JCP cadet. Ensure requisition paperwork for all purchases and vendors used are completed, submitted for approval, and processed in a timely manner. Purchase, maintain and issue character building movies, sporting equipment and service to community supplies for cadets. Collect, maintain and update documentation for data entry at JCP (i.e. service to community projects). Evaluates events and activities, recommend solutions, be open to compromise and alternatives to ensure quality activities become cyclical and non-effective ones are replaced. Work with service to community sites to ensure cadet’s safety and welfare is in line with JCP policies. Arrange for service to community while on pass verification forms to be dispensed to cadets prior to pass. Work closely with other Department Leads to plan, monitor, and assist in activities for the JCP Cadets. Design and integrates policies and procedures for program events and activities and submits them for approval and initiation. Ensure that each JCP department is provided sufficient information and assistance as it pertains to all approved events. Seek guidance from the JCP staff to confirm events and cadet participation. Assist in the preparation of short and long range plans for development concerning the program. Provide the Executive level with a calendar to reflect all proposed site visits and cadet activities. Maintain a current status brief for the Executive level. Prepare and present executive briefings. Initiate a pictorial history for each cycle as it pertains to scheduled events and activities. Monitor, coach and provide special assistance as needed to ensure compliance with program standards and policies. Follow all rules set forth in JCP Regulation 350-12 (Treatment of Cadets at JCP). Ensure that program standards and policies are followed. Recruit potential cadet and cadre applicants. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.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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