



STATE OF LOUISIANA  
invites applications for the position of:  
**Admin Technician 3**  
**\*Temporary #50660408**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 025-2023

**OPENING DATE:** February 1, 2023

**CLOSING DATE:** Open Until Filled

**SALARY:** MA-611/\$996.00-\$1,956.80 bi-weekly

**JOB TYPE:** Unclassified, \*6 month temporary  
appointment

**LOCATION:** YCP-GL, Carville, LA

**BENEFITS:**

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 9 days per year

Paid Annual Leave: 12 days per year with increases  
based on tenure

Paid Sick Leave: 12 days per year with increases  
based on tenure

LOUISIANA  
NATIONAL GUARD



Louisiana Military Department

**Youth Challenge Program**  
**Gillis W. Long Center**



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

**Department Mission**

**Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.**

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

**WHO WE ARE:**

*YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.*

**POSITION DESCRIPTION:**

Assist the Program Coordinator with Cadet Activities, Guest Speakers and Service to Community Projects. 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. Participate in the negotiation of contracts and agreements with vendors concerning cadet activities. 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. Enter cadet community service hours into the database in order to meet graduation requirements. Coordinate any other activities planned by other departments and communicate information at weekly staff meetings. Coordinate all visits and presentations to correspond with the YCP cycle calendar and all post facility calendars. 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 requisition paperwork for all purchases and vendors used are completed, submitted for approval and processed in a timely manner. Collect, maintain and update documentation for data entry at YCP (i.e., service to community projects). Work with service to community sites to ensure cadet's safety and welfare is in line with YCP 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 YCP Cadets. Ensure that each YCP department is provided sufficient information and assistance as it pertains to all approved events. Assist in the preparation of short and long range plans for development concerning the program. Initiate a pictorial history for each cycle as it pertains to scheduled events, activities and creating/designing the YCP yearbook. Download digital photos for social media posts, yearbook software and YCP website. Monitor and provide special assistance as needed to ensure compliance with program standards and policies. Follow all rules set forth in YCP Regulation 350-12 (Treatment of Cadets at YCP). Ensure that program standards and policies are followed. Recruit potential cadet and cadre applicants. Perform other duties as assigned

**POSITION QUALIFICATIONS:**

Working knowledge of Windows and Microsoft Office, including Word, PowerPoint, Excel, Access, Publisher, Adobe Pro, Outlook and software for yearbook layout. Able to organize, coordinate, and supervise all cadet activities, to include on-post and off-post activities in addition to community service in order to obtain the overall goals of the Youth Challenge Program. Professionalism, patience and organizational skills are a must. Some evening, weekend and overnight travel may be required.

**ADDITIONAL INFORMATION:** To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

**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 but must be submitted with the LANG-LMD-H Form 10 (State Application).

- 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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Charlie Gandy  
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.  
E-mail: [charlie.a.gandy.nfg@army.mil](mailto:charlie.a.gandy.nfg@army.mil)  
Office: (225) 319-4950