



**STATE OF LOUISIANA**  
invites applications for the position of:  
**Program Coordinator 2**  
**#168403**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 056-2023

**OPENING DATE:** March 23, 2023

**CLOSING DATE:** March 30, 2023

**SALARY:** ME-411 / \$29,640 - \$57,179

**JOB TYPE:** Unclassified

**LOCATION:** YCP-CB, Pineville, LA

**BENEFITS:**

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 9 days per year

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

**LOUISIANA**  
**NATIONAL GUARD**



Louisiana Military Department

**Youth Challenge Program**  
**Camp Beauregard**



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:**

Assistant advisor to the Executive Level pertaining to Cadet Activities, Guest Speakers, Community Service issues, Program Calendar, Graduation, and other duties as assigned. Responsible for helping ensure 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.). Publicize the program to the public by scheduling and speaking on behalf of the program to various community sectors. Assist in establishing a working relationship with the public sector to promote and proliferate activities for the program. Assists in participating in the negotiation of contracts and agreements with vendors concerning cadet activities. Assist in coordinating with staff to plan graduation ceremony and schedule a walk through for each site, plus coordinate for payment of facilities and police force. Assist in coordinating activities of the cadets to confirm that each of them meet the 40 hours per cadet requirement by Week 21 in accordance with Task 2 of the NGBCA. Assist in coordinating any other activities planned by other departments and communicate information at weekly staff meetings. Assist in coordinating all visits and presentations to correspond with the YCP cycle calendar and all post facility calendars. Responsible for helping with the creation and coordination of the Yearbook for each cycle to include creating bids for vendors and setting up pictures for the yearbook. Responsible for helping with all travel arrangements for all Cadet activities to include getting required quotes from all vendors. Responsible for helping with updating all calendar events throughout the year and ensuring that it is uploaded to APAN for NGB inspections. Responsible for helping to ensure all graduation pictures are taken and ensuring all graduation supplies are ordered and ready. Responsible for helping with all award trips for Cadets and for student of the month trips. Assist with conducting class on service to the community according to National Guard Bureau Task 1 of the Cooperative Agreement. Help plan for the successful implementation of each activity to include arranging for payment, meals and transportation. Help 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.). Help ensure that each YCP cadet is provided with every opportunity to participate in events and activities. Incorporate all resources available to enhance the "residential phase" for each YCP cadet. Help ensure requisition paperwork for all purchases and vendors used are completed, submitted for approval, and processed in a timely manner. Help with purchasing, maintaining, and issuing character building movies, sporting equipment, and service to community supplies for cadets. Help collect, maintain, and update documentation for data entry at YCP (i.e., service to community projects). Help evaluate 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 YCP policies. Help dispense verification forms to cadets prior to pass in order to allow them the opportunity to do service to community projects while on pass. Work closely with other Department Leads to plan, monitor, and assist in activities for the YCP Cadets. Help setup weekly classes for percussion line and coordinate with instructor and ensure payments and documentation are submitted in a timely fashion. Help setup weekly classes for guitar classes and coordinate with instructor and ensure payments and documentation are submitted in a timely fashion. Help setup weekly classes for zoom/yoga for female Cadets and coordinate with instructor and ensure payments and documentation are submitted in a timely fashion. Assist in designing and integrating policies and procedures for program events and activities and submits them for approval and initiation. Help ensure that each YCP department is provided sufficient information and assistance as it pertains to all approved events. Seek guidance from the YCP staff to confirm events and cadet participation. Perform other duties as assigned.

### **POSITION QUALIFICATIONS:**

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 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.

**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. Christina Grimmett  
LMD-HR (LANG-CB)  
Bldg. 718 "E" St., Pineville, LA 71360  
E-mail: [christina.m.grimmett.nfg@army.mil](mailto:christina.m.grimmett.nfg@army.mil)  
Office: (318) 290-5394 / Fax: (318) 290-5060

Ms. Wenda Woolf  
LMD-HR (Camp Beauregard)  
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