



STATE OF LOUISIANA
invites applications for the position of:

Admissions **#50577372**

An Equal Opportunity Employer

ANNOUNCEMENT NO. 169-2023

OPENING DATE: August 9, 2023

CLOSING DATE: Open Until Filled

SALARY: MA-614 / \$38,230 - \$75,026 annually

JOB TYPE: Unclassified

LOCATION: ED PGM HQS, Training Center Pineville,
Pineville, LA

BENEFITS:

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

Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional
holidays may be proclaimed.

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 Military Department

Youth Challenge Program **Education Program Headquarters** **Training Center Pineville**



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.

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:

Report directly to the Admissions Lead on all activities, events, daily schedule and performance. Learn scripted dialog and presentation scripts. As a representative of 3 Louisiana National Guard Youth Challenge Program (YCP) locations and the Job Challenge Program (JCP), Admissions personnel must memorize a large amount of detailed information regarding every aspect and phase of YCP and JCP, by giving presentations and communicating with both potential applicants to YCP/JCP and family members of cadets currently enrolled. Through partnerships and developed relationships with YCP staff solicit, arrange and conduct informational presentations/meetings for cadets to promote JCP's trades and opportunities through meetings, career day, family day and graduations at respective YCP locations. Together with the Admissions Lead maintain an electronic database system on YCP/JCP interested candidates (current or past YCP cadets) within each YCP/JCP program. The electronic database system should contain specific information, such as contact information, YCP program cycle & location, family/guardian demographics, interested trade, TABE scores and additional notes for follow-up actions. Admissions personnel utilizes "event tracker" documents to schedule upcoming calendar obligations and maintain departmental records of events & presentations as part of after action duties. This may include but not limited to attending conferences, parish/statewide events, presentations and other events as needed. 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. Admission personnel are expected to dress in business casual attire or wear a YCP/JCP 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 LANG Education Programs Dress Code Policy. Maintain professional, approachable, transparent and proactive communication with YCP/JCP staff and departments through participation in YCP/JCP program events such as Intake Days, Family Days and Graduations. Assist with media relations as assigned at YCP/JCP Family Days and Graduations. This may involve working cooperatively with program leadership and staff to assist media personnel to take photographs or conduct interviews. This 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 Answer" document in addition to sound judgment and professional experience in order to represent Louisiana Youth and Job Challenge Programs through participations is assigned television tapings and radio recordings in order to recruit, promote and market YCP/JCP, program interviews and upcoming events. Research and recommend new/updated/innovative advertising strategies in order to recruit, promote and market LANG YCP and JCP. 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 notifying supervisor before leave is input in CATS. In accordance with departmental "travel" and "budget" Standard Operating Procedures, work closely with YCP and JCP 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. Work cooperatively with families, applicants, and representatives of organizations/agencies both in person and by phone. Meet deadlines designated by supervisors. Adhere to all state and organizational policies, and procedures. Perform other duties as assigned.

POSITION QUALIFICATIONS:

High school diploma or equivalency required. Two year Associate Degree or directly applicable experience 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 and Job Challenge Programs, 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.

ADDITIONAL INFORMATION: 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.

OTHER REQUIREMENTS: 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.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. 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. Thereafter, all employees are subject to random drug testing.

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:

Ms. Wenda Woolf
LMD-HR (Training Center Pineville)
Bldg. 718 "E" St., Pineville, LA 71360
E-mail: wenda.a.woolf.nfg@army.mil
Office: (318) 290-5392 / Fax (318) 290-5060