



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Deputy Director (YCP)**  
**#189793**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 197-2023

**OPENING DATE:** September 21 , 2023

**CLOSING DATE:** October 5, 2023

**SALARY:** ME-417 / \$53,643 - \$96,533 annually

**JOB TYPE:** Unclassified

**LOCATION:** YCP-Gillis W. Long Center, Carville, 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**

**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:**

Primary advisor to the Director of the YCP-GL program pertaining to staff (122 employees) and cadet (250+) issues. Supervises and oversees twelve employees and their departments: Lead Instructor, Commandant, Lead Counselor, Fiscal Tech, MIS, Program Coordinator, RN, Post Residential Supervisor, Logistic Supervisor, DFAC Manager, Office Manager and Administrative Assistant. Ensure Section Leads maintain a full staff. Assist in interviewing and selection process of new employees. Assist in cadet selection during the cadet interview process. Provide guidance to all Department Leads and ensure that guidelines established by NGB are being met. Acts as Director in his absence. Conduct weekly staff meetings with all Department Leads. Conduct Cycle Calendar Meeting to ensure all events are planned. Attend weekly Education Department Staff Meetings. Conduct Disciplinary board for cadets with issues. Prepare and review PER documents and conducts counseling with Section Leads. Review and approve payroll documentation for the section. Contact, coordinate and advise cadet parents/guardians of any issues. Work with the Gillis W. Long Center to ensure all post standards are met by YCP personnel. Recommends to the Director on Post housing for YCP-GL employees. Coordinate with LMD-Executive Counsel to ensure all legal issues are reported and worked in a prompt time frame. Support staff when looking for cadets that "run" from the program. Submit YCP-GL briefing slides for the ED Directors weekly meeting. Prepare and maintain cadet and employee files as required. Assist the Director in maintaining effective office procedures and responding to public inquiries. Assist in organizing and preparing for in-processing, family days and graduation. Conduct cycle graduation events. Conduct 'Positive' rewards for the cadets that meet and exceed the program standards. Promote the following traits to the cadets: Discipline and Respect. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Minimum Education Requirement – Bachelor's Degree. Excellent communications skills, both oral and written are required. Must have knowledge of Windows and Office Programs (Word, Excel, Access, Outlook, PowerPoint, etc.). Must have experience working with Educational and/or Training Programs. Knowledge and experience in working with at-risk youth preferred.

**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:

Mrs. Christine Zeller  
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.  
E-mail: [christine.r.zeller.nfg@army.mil](mailto:christine.r.zeller.nfg@army.mil)  
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