



STATE OF LOUISIANA
invites applications for the position of:
Group Leader 2
#188221

An Equal Opportunity Employer

ANNOUNCEMENT NO. 108-2024

OPENING DATE: July 16, 2024

CLOSING DATE: July 30, 2024

SALARY: ME-413/ \$40,914 - \$73,632 annually

JOB TYPE: Unclassified

LOCATION: YCP-GL, 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.

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:

Serve as a direct line supervisor; directly manage up to nine Cadre/Group Leaders and three hundred Cadets. Responsible for developing the Cadre and Cadets. Assist in scheduling and assigning duties and activities to Cadre; track IDT (drill) dates and Annual Training (AT) dates of the National Guard Cadre and Coordinate with Commandant, Assistant Commandants and Operations Supervisor; ensure that his/her shift maintains platoon coverage. Prepare and review annual PER documents; conducts counseling for up to nine Cadre/Group Leaders; oversee the counseling by Cadre of the Cadets within their platoons. In the absence of a platoon Cadre, may need to fill in on a platoon. Recommend and impose disciplinary actions when required for subordinates. Evaluate overall behavior and adjustment of each platoon cadre; exchange views and information with fellow Shift Supervisors and Commandants. Supervise the daily activities for the shift. Responsible for maintaining accountability of a full shift of Cadre/Group Leaders. Keep the Commandant and Assistant Commandants aware of potential position vacancies on the shift. Conduct random interviews with Cadets to check the platoon climate. Recommend and impose any recognitions or awards for the section. Delegate tasks down to subordinates as needed. Read and pay attention to the training schedule at all times. Coordinate and supervise the general development, academic and non-academic skills training of two hundred plus YCP Cadets. Oversee Cadre as they instruct and supervise Cadets in various non-educational and recreational activities and physical training. Offer assistance and practical advice to Cadre and Cadets; determine disciplinary measures as necessary. Supervise, coordinate and assist in instruction of the cadet handbook provisions and life skills training to the cadets. Supervise and coordinate movement of cadets to and from classrooms barracks, work details, community service, etc. Uphold the standards and policies of the YCP Program. Maintain communication with YCP Staff, fellow Shift Supervisors, Assistant Commandants and the Commandant. Maintain an open line of communication and coordination with the facilities representatives as required for daily activities. Communicate with Cadet parents/guardians as needed. Assist in the development and implementation of Cadet Handbook provisions and life skills training. Participate in other instructional programs as required. Work closely with Cadre and Cadets to ensure that rules and regulations are followed to accomplish the mission of YCP. Assist in maintaining and update of the Standard Operating Procedures for the Cadre Department. Maintain assigned equipment (radios/batteries, golf cart(s), van(s), etc.). Perform other duties as assigned.

POSITION QUALIFICATIONS:

In order to be considered for employment as a Group Leader 2, the following requirements must be met: Must be a member of the Louisiana National Guard (Army or Air) in an Active Status or Retired from any branch of the Military or any prior service member with an honorable discharge; must be a minimum of 23 years of age. Must be Non-commissioned Officer; CPL E-4, SGT E-5, SSG E-6 and must have completed all NCOES requirements. Must have the ability to work with "At Risk" youth. Must have computer skills. Must attend and complete the Cadre Program Instructor Course (CPIC) within one year of hire date. Must attend Cadre Course, Part 1 and 2. Must have and maintain a clean criminal record. Must be able to work variable/irregular hours, including nights, weekends and holidays.

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
Office: (225) 319-4909