



STATE OF LOUISIANA
invites applications for the position of:
Program Coordinator 3
#183535

An Equal Opportunity Employer

ANNOUNCEMENT NO. 136-2024

OPENING DATE: September 6, 2024

CLOSING DATE: September 20, 2024

SALARY: ME-412/ \$38,230 - \$68,806 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:

Primary advisor to the Executive Level pertaining to Cadet Activities, Guest Speakers and Community Service issues.

COORDINATION

- Responsible for ensuring 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.
- Establish a working relationship with the public sector to promote and proliferate activities for the program.
- Participates in the negotiation of contracts and agreements with vendors concerning cadet activities.
- Coordinate with staff to plan graduation ceremony.
- Coordinate 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.
- 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.
- Coordinate and assign work priorities of activities coordinator assistant ensuring best utilization of resources.

ACTIVITIES

- Conduct class on service to the community according to National Guard Bureau Task 1 of the Cooperative Agreement.
- Plan for the successful implementation of each activity to include arranging for payment, meals and transportation.
- 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 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 while managing budget allocations.
- Ensure requisition paperwork for all purchases and vendors used are completed, submitted for approval, and processed in a timely manner.
- Purchase, maintain, and issue character building movies, sporting equipment, and service to community supplies for cadets.
- Collect, maintain, and update documentation for data entry at YCP (i.e. service to community projects).
- Evaluates events and activities, recommend solutions, be open to 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.
- 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.
- Organize, develop, and oversee cadet clubs and activities.

GENERAL

- Provide supervision and oversight of activities coordinator assistant to manage work priorities, time and attendance and overall adherence to YCP policies and program goals.
- Design and integrates policies and procedures for program events and activities and submits them for approval and initiation.
- 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.
- Assist in the preparation of short and long range plans for development concerning the program.
- Maintain and provide the command group with a master calendar to reflect all proposed site visits and cadet activities.
- Maintain a current status brief for the Executive level.
- Prepare and present executive briefings.
- Initiate a pictorial history for each cycle as it pertains to scheduled events and activities.
- Monitor, coach, 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, as well as photo and video editing programs. 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: 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