



LOUISIANA MILITARY DEPARTMENT



Education Program Headquarters, Training Center-Pineville
Recruiter (Lead)

182435

ANNOUNCEMENT NO. 065-2025

OPENING DATE: June 18, 2025

CLOSING DATE: July 2, 2025

***SALARY:**

MA-617 \$46,842 - \$58,114

*Salary indicates typical starting range. Level will be determined by qualifications.

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

BENEFITS

Retirement: LASERS

Insurance: Medical, Dental, & Vision

Paid Holidays: 10 plus proclaimed

Annual Leave: 96 hours per year with tenure increases

Sick Leave: 96 hours per year with tenure increases

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.

WHO WE ARE:

YCP 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. n

POSITION DESCRIPTION:

Serve in leadership role among recruiting staff. Able to fulfill all duties and obligations of Recruiter position while also serving as organizing force of team responsible for indirectly supervising peers serving in Recruiter roles through schedule management, and delegation of tasks. Develop and implement updated and data driven recruiting strategy that meets organization concerns and needs. Lead Recruiter should be innovative in taskings, procedures, and in organization of actions to meet goals and standards most effectively. Construct mid-year and final employee evaluations through recommendations based on performance observations. Assemble a board, conduct interviews, and hire potential new employees in the recruiting department. Oversee training of new employees, recruiters and secretary, in the recruiting department to include in and out of office training. Work cooperatively with PR Manager and PR Asst. to develop outreach materials that meet recruiting intent/needs; research, schedule and secure attendance for major events/conferences; maintain applicable departmental and program data including surveys/interview numbers/graduation numbers; assist with departmental calendar maintenance and completion of operating tasks like information gathering/submission for weekly slide submissions, and research and recommend new/updated/innovative strategies in order to recruit, promote and market LANG YCP, improve departmental effectiveness and promote departmental goals.

Equal Opportunity Employer and State as a Model Employee (SAME)

POSITION DESCRIPTION CONT.

Schedule, plan, attend and present at approximately 10-12 annual conferences per calendar year, including educational and governmental conference as well as community events. Cooperatively with the Education Coordinator, attend approximately 20 meetings and conferences with superintendents and other school district personnel, such as principals and school counselors. Cooperatively with the Education Coordinator, request and track approximately 650 HISET/CCCR referral per calendar year. Compile and keep record of informational and numerical data for each YCP programs to include distribution to staff members and stakeholders on a monthly basis. Develop best practices and procedures to improve time management, effectiveness of recruiting tasks, schedule calendar obligations, maintain department records of events and after action reports to include event trackers, and/or digital databases/files. Establish and maintain close relationship with recruiters by traveling with individual recruiters monthly. Maintain an open line of communication, via email and text, to ensure accountability for parishes being served. Maintain informational and numerical data to track quotas. Communicate with satellite recruiters weekly regarding travel to stakeholders, as well as bi-weekly staff meetings through conference calls with every third staff meeting being a face to face – travel to Training Center Pineville. Maintain accountability for approximately 1400 cadet applications and status letters each year to include communication and distribution to school districts personnel, such as Secondary Supervisor and Child Welfare and Attendance Officer, and school personnel, such as principals and counselors. Maintain the email database for all stakeholders to include adding and removing contacts, as well as distribution of the Youth Challenge Program (YCP) application as updated to reflect new upcoming class and interview schedule. Able to travel to a given location and conduct an interview for a potential cadet, including the YCP presentation to family and applicant, interviewing the applicant and speaking with the parents individually. Learn scripted dialog and presentation scripts. As a representative of 3 Louisiana National Guard Youth Challenge Program (YCP) locations, recruiters must memorize a large amount of detailed information regarding every aspect and phase of YCP, which may vary dependent upon location, in order to communicate that information publicly, by giving presentations and communicating with both potential applicants and family members of cadets currently enrolled. Through partnerships and developed relationships with “stakeholders” in assigned territories solicit, arrange and conduct informational presentations/meetings for personnel and interested persons within school, government and community agencies statewide in order to promote and market LANG YCP. Establish and maintain a physical folder of all school, government, and community contacts and “stakeholders” within each assigned territory/parish. The folder should contain “stakeholder” contact information and documentation of personal visits, points of contact and after action notes for follow up tasks and future appointments. Establish and utilize an electronic mapping database of all school, government and community locations within assigned territories/parishes. Maps should contain physical address, GPS coordinates and contact information to locate organizations and agencies while traveling. Recruiters maintain and access contact points and travel routes utilizing software on smartphone devices while performing job duties while traveling. Perform other duties as assigned.

POSITION QUALIFICATIONS:

High school diploma or equivalency required. College degree preferred and highly recommended. 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 Challenge Program, 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. 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. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must qualify to obtain a Department of Defense Common Access Card (CAC) Card.
- Must be available to report to duty during emergency or disaster situations.
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

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 and will not be accepted unless they are 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/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 12:00 a.m. CST:

Timothy Groh
LMD-HR (Training Center Pineville)
235 H Street, Pineville, LA 71360
Email: timothy.j.groh.nfg@army.mil
Office: (318) 290-5394