



# LOUISIANA MILITARY DEPARTMENT



## Youth Challenge Program Camp Minden

Instructor

# 50408605

**ANNOUNCEMENT NO.** 066-2025

**OPENING DATE:** June 25, 2025

**CLOSING DATE:** July 9, 2025

**\*SALARY:**

**ME-413** \$40,914 - \$49,108

\*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:

Provide educational experiences to remediate academic deficits and increase overall grade level of all cadets. Teach a minimum of 5 lessons per week, whole or small group. A weekly review will be submitted to Lead Instructor outlining lessons taught. Give the Practice Tests and TABE according to YCP Testing Expectations. Follow life skills lesson plans to teach cadets skills required as part of the Eight Core Components. Maintain a physical environment that is conducive to learning. Utilize rules for the care of school property. Be consistent in disciplinary practices and follow YCP disciplinary procedure. Be aware of cadets' location at all times when in your care. Maintain discipline in the hallways and monitor cadets while they are entering and exiting building. Instructors are responsible for maintaining a cumulative folder on each cadet throughout the cycle. Instructors must input all necessary academic information for each class including all Life Skills Test dates, PGED/HiSET scores, and TABE scores. Prepare Individual Lesson Plan for each cadet following the Pre-TABE. Further, Instructors must maintain proper oversight concerning work assigned to cadets. Instructors should regularly check that assigned work is being successfully completed by cadets and new work should be assigned. Cadets not doing assigned work in a timely manner should be disciplined accordingly. Instructors are encouraged to share concerns of assigned cadets with their cadets' Cadre and Counselor.

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

## **POSITION DESCRIPTION CONT.**

QUAD Meeting attendance is mandatory. Instructors are required to attend staff meetings as scheduled by Lead Instructor, including any training necessary for professional development. Attend Family Day to discuss classroom progress and behavior with families. Attendance at In-Take Day and Graduation is also mandatory. Report to work punctually and maintain appropriate attendance. Work in harmony with instructors and other staff members. Treat all staff members with respect, including refraining from discussions with cadets involving derogatory comments about other staff members. Treat cadets fairly and consistently. Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

Bachelor's Degree required. Must hold or be working toward a current Louisiana Teaching Certificate. Should be computer literate in various educational programs, including Microsoft Word, Excel, and Power Point. 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:

Mrs. Kandice Miller  
LMD-HR (Camp Minden)  
100 Louisiana Boulevard Minden, LA 71055  
Email: [kandice.m.miller2.nfg@army.mil](mailto:kandice.m.miller2.nfg@army.mil)  
Office: (318) 299-4277