



# LOUISIANA MILITARY DEPARTMENT



**Job Challenge Program, Gillis W. Long Center  
OPS Manager (ED)**

# 50561971

**ANNOUNCEMENT NO. 072-2025**

**OPENING DATE:** June 18, 2025

**CLOSING DATE:** July 24, 2025

**\*SALARY:**

**ME-412** \$38,230 - \$45,884

\*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:**

*JCP 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:**

Maintains all Associates, Employee and Residential Advisors Department Payroll files. Maintains accurate head count of the Associates. Updates Associates accountability board and rosters daily. Prepares and coordinates training for both Associates and Residential Advisors. Maintains tracking rosters for all Residential Advisor upcoming drill dates. Prepares weekly RA work schedule. Prepares and distributes daily status report to all departments. Maintains RA department manning documents. Maintains vehicle maintenance schedule and driving logs. Helps to create and sustain the RA working calendar and other scheduling duties. Acts as counselor and mediator to intercept or divert Associates and RA issues. Adjusts regular work routine to assist Residential Advisors in daily training activities. Makes necessary decisions to implement program requirements based on current dynamics (ex. Changes and adjustments to payroll, changes in Associate promotions, changes to RA work schedule). Updates RA policies (SOP) and handbook as needed. Inputs Associate information into database. Collects, sorts, scans and distributes Associates mail. Completes and submits travel vouchers for RA Department. Completes 101's for RA Department LaCarte purchases. Research, plans, and coordinates off-campus field trips for JCP associates. Acts in such a manner as to make a positive impression for the Louisiana Job Challenge Program. Enforce Administration policies and rules governing RA and Associates.

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

## **POSITION DESCRIPTION CONT.**

Attend professional meetings, conferences and workshops in order to maintain and improve professional competence. Adhere to departmental uniform policy and report to work on time or early each day. Use positive and professional communication skills when answering the phone. Consult with co-workers, teachers, counselors and placement coordinators, support staff and administrators in order to resolve program issues. Consult with other staff members to plan and or adjust daily activities. Complete all LMD required training annually. Assist other departments when necessary. Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

High school diploma or equivalent required. Knowledge and experience in working with at-risk youth preferred. Must have strong organizational and managerial skills. Must have working knowledge of Microsoft Office Programs (Word, Excel, Access, Outlook, PowerPoint, etc.). Job experience working with at-risk youth. CPR/First Aid certified; ability to instruct, perform, and demonstrate physical training activities.

## **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:

Ms. Tracey S. McCorkel  
LMD-HR (JCP - Gillis W. Long Center)  
5445 Point Clair Road, Carville, LA 70721  
Email: [tracey.s.mccorkel.nfg@army.mil](mailto:tracey.s.mccorkel.nfg@army.mil)  
Office: (225) 319-4692