



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Camp Minden

Group Leader 2

50319793



ANNOUNCEMENT NO. 114-2025

OPENING DATE: September 18, 2025

CLOSING DATE: October 02 , 2025

***SALARY: ME-413** \$40,914 - \$49,109

*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 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 inn 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 imposes 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.

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

POSITION DESCRIPTION CONT.

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:

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 an maintain a valid LA state driver's license. Must be serving or have served in the military. Must have and maintain a clean criminal record. Must be able to work variable/irregular hours, including nights, weekends and holidays.

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
E-mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277