



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Gillis W. Long Center
Trainer

50381717



ANNOUNCEMENT NO. 142-2025

OPENING DATE: November 06, 2025

CLOSING DATE: November 20, 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.

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:

Responsible for ensuring that all Youth Challenge Program (YCP), Job Challenge Program (JCP), and Starbase-Rosedale employees are trained on the state required training and the National Guard Bureau (NGB) required training. Responsible for coordinating all training within the Youth Challenge Program, Job Challenge Program, and Starbase programs. Establish a working relationship with other program trainers along with community trainers. Participates in training meetings and post safety meetings. Coordinate all monthly building inspections with the Gillis Long Facility maintenance officer. Coordinate all fire extinguisher inspections with the YCP-GL facility safety officer. Coordinate any other program training and safety training as needed. Coordinate with all leads on training folders for all employees. Conduct a basic course training for every employee in the YCP-GL, JCP, and Starbase programs. Conduct a cadre course training for all employees in the cadre department. Conduct quarterly safety training with all employees of YCP, JCP and Starbase. Conduct new employee training IAW the YCP, JCP and Starbase new employee training MOI. Incorporate all resources available to enhance the training. Conduct a three day cadre new employee training. Purchase, maintain, and issue required material for training. Manage the safety policy, drivers safety program, coordinate trainers for sexual harassment and sexual assault, first aid, CPR, violence in the work place, state employee drug testing policy,

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

POSITION DESCRIPTION CONT.

Conduct conflict resolution or non-violent crisis intervention (CPI), CPR, First aid, AED certification, gang awareness, Confidentiality training, Cadre Course, Basic Course, CPIC II, hands of policy, vulgar language policy. Arrange for all training locations and personnel receiving the training. Additional courses and training events are subject to be added on an 'As Needed' basis. Develop and update the YCP-GL training SOP. Maintain all training folders for all employees of YCP-GL, JCP and Starbase. Maintain all safety folders for all employees of YCP-GL, JCP and Starbase. Report weekly all training reports to the Deputy Director YCP-GL, JCP and Starbase. Update all training conducted per employee in the data base. Coordinate with the YCP-GL, JCP and Starbase office managers for employees. Maintain a current training status brief for the Executive level. Participate in all training certification courses. Participate in the Rappel course training and assist with the rappel course. Maintain and coordinate all risk management worksheets pertaining to staff and cadet activity. 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. Responsible for credit card purchases, accountability of purchases, documentation, and submission of required documentation. Additional duties as assigned. Completion of SHARP Training and fosters sexual harassment free environment. Complete all training to include Ethics and Suicide Prevention.

POSITION QUALIFICATIONS:

Working knowledge of Windows and Microsoft Office, including Word, PowerPoint, Excel, Access and Outlook. 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.

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. Christine Zeller
LMD-HR (Gillis W. Long Center)
5445 Point Clair Road, Carville, LA
E-mail: christine.r.zeller.nfg@army.mil