

LOUISIANA
NATIONAL GUARD



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Gillis W. Long Center

Commandant

#183518



ANNOUNCEMENT NO. 037-2026

OPENING DATE: March 03, 2026

CLOSING DATE: March 17, 2026

***SALARY:**

ME-415 \$46,842 - \$56,222

*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:

Primary advisor to the Executive Level pertaining to cadet and cadre issues. Serves as the direct line supervisor of the cadre department: Directly managing two (2) Assistant Commandants and indirectly managing one (1) Operations Personal, five (5) Shift Supervisors and forty-two (42) Cadre. Responsible for developing the cadre staff. Schedule/assign duties and activities to Cadre being sure to track IDT (drill) dates and Annual Training dates of the section. Prepares and reviews PER documents for and conducts counseling for two (2) Assistant Commandants, one (1) Operations Personal, five (5) Shift Supervisors and forty-two (42) Cadre. Reviews and approves payroll documentation for the section. Recommends and imposes disciplinary actions when required for all subordinates. Evaluates overall behavior and adjustment of each staff member and exchanges views and information with YCP staff. Supervises the daily activities of all shifts. Responsible for maintaining a full staff. Coordinates and submits position vacancy announcements with SMD-HR. Conducts interviews and recommends applicants for hire. Recommend and impose any recognition/awards for the section. Delegate tasks down to subordinates as needed. Coordinates and supervises the general development, academic, and nonacademic skills training of two hundred and fifty plus (250+) YCP/GL cadets. Instructs/Supervises cadets in various personal and recreational activities and physical training. Offers assistance and practical advice to cadets, determines disciplinary measures as necessary. Supervises, coordinates, and assists in instruction of the cadet handbook provisions and life skills training to the cadets. Supervises and coordinates movement of cadets to and from classrooms barracks, work details, etc. Uphold the Standards and Policies of the YCP-GL program.

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

POSITION DESCRIPTION CONT.

Maintain communication with all YCP-GL Leads. Maintain an open line of communication and coordination with the Gillis Long facility (Post SGM). Communicate with cadet parents/guardians as needed. Assists in development and implementation of cadet handbook provisions and life skills training. Participates in other instructional programs as required. Works closely with leads to insure that rules and regulations are followed to accomplish the mission of YCP. Maintains and updates the Standard Operating Procedures for the Cadre Department. Perform other duties as assigned.

POSITION QUALIFICATIONS:

AREA OF CONSIDERATION: (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

High school diploma or equivalent required. Must be a senior non-commissioned officer with educational and related experience in supervision of multiple levels of employees. Must have completed all applicable NCOES. Must have strong organizational and managerial skills. Must be able to work irregular hours and weekends to support training of Cadets and Cadre. Must complete Cadre Program Instructor Course (CPIC) within six (6) months of employment. Must have working knowledge of Microsoft Office Programs (Word, Excel, Access, Outlook, Powerpoint, etc.). Organization, knowledge of YCP Cadet Guidelines. Knowledge and experience in working with at-risk youth preferred.

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