



STATE OF LOUISIANA
invites applications for the position of:
Assistant Commandant
#50408186

An Equal Opportunity Employer

ANNOUNCEMENT NO. 119-2024

OPENING DATE: July 30, 2024

CLOSING DATE: August 13, 2024

SALARY: ME-414/ \$43,784 - \$78,790 annually

JOB TYPE: Unclassified

LOCATION: YCP-TC-P, Pineville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Youth Challenge Program

Training Center Pineville



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

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:

Supervise the daily activities of the assigned Cadre, responsible for accountability, direct control and safety of the Cadets and Cadre. This includes assuring their presence at instructional periods, training sites and appointments. Presents instruction on selected military subjects including drill and ceremonies, first aid, confidence course and high ropes course training. Ensures minimum staffing requirements are met and assists Cadre in supervision and discipline of Cadets. Coordinates with the counselors, instructors and special staff in the interdisciplinary activities, planning and daily schedule of Cadets. Participates in cadet disciplinary actions as required, makes recommendations as necessary, and conducts initial investigations as assigned. Assist in administering PT tests. Follow daily training schedules as assigned by the commandant. Notify the commandant once a situation/emergency occurs that will prevent work attendance. Provide a minimum of 3 weeks' notice on non-emergency leave during times when cadets are assigned. Maintain and inspect assigned property and equipment according to hand receipt assigned to the Commandant. Maintain all required schools and classes (D.M.T., CPIC). Become proficient with and assist in the implementation of all YCP policies. Supervise dining facility along with the shift supervisor. Work with the counselor, post residential department and school house. Assist other cadre in the instruction of physical fitness exams. Consult with co-workers, teachers, counselors, case managers, support staff, and administrators in order to resolve program issues. Attend professional meetings, conferences, and workshops in order to maintain and improve professional competence. Act in such a manner as to make a positive impression for the Louisiana Youth Challenge Program. Perform other duties as assigned,

POSITION QUALIFICATIONS:

Specific: High School Diploma or equivalent required. Member of the Louisiana National Guard, retired from active duty service or a member of the State Militia. Must have a valid Louisiana Driver's License. Knowledge of Microsoft Office preferred. Must be a senior non-commissioned officer with educational and related experience in supervision of multiple levels of employees or must have completed Cadre Program Instructor Course (CPIC I and CPIC II) or equivalent (Drill Sergeant School). 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.

ADDITIONAL INFORMATION: 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.

OTHER REQUIREMENTS: Must meet physical requirements to perform functions of the position. Must attend/complete all 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:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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 but must be 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/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

Ms. Tiffany Slayter
LMD-HR (Training Center Pineville)
Bldg. 718 "E" St., Pineville, LA 71360
E-mail: tiffany.m.slayter.nfg@army.mil
Office: (318) 290-5394 / Fax (318) 290-5060

Ms. Wenda Woolf
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