

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Recruiter #183521

ANNOUNCEMENT NO. 091-2022

SALARY: MA-614 / Minimum \$37,003 / Maximum \$72,862 annually

LOCATION: LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 8 April 2022

CLOSE: 22 April 2022

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

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.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **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.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Two year Associate Degree or directly applicable experience preferred. Additional certifications, licenses and trainings are favorable. Previous experience working or volunteering with youth development programs and agencies is highly recommended. As a representative of both the Louisiana National Guard and the Louisiana National Guard Job Challenge Program, employee is required to dress professionally and maintain strict professional appearance and dress in compliance with Louisiana Military Department and Louisiana National Guard Education Programs Dress Code Policy. Excellent, effective and efficient interpersonal communication and presentation skills are required. Employee must be able to work both independently, and as a team member, depending on the nature of the task required, to engage and inform peers, superiors, subordinates, agency personnel, potential applicants, family members and the general public. Ability to research, identify, organize, implement and execute outreach activities is required. Employee must be able to independently travel extensively statewide (occasionally overnight) in order to present program information. Technological proficiency is required. Abilities should be considered above average, and not limited to a basic understanding of word processing programs. Utilizing a wide variety of applications, programs and devices quickly and expertly is expected in order to maximize job performance.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. 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.

3. CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: Report directly to the Director on all activities, events, daily schedules and performance. Learn scripted dialog and presentation scripts. As a representative of three Louisiana National Guard Job Challenge Program (JCP). Recruiters must be familiar with all aspects and phases of the Youth Challenge Program (YCP), which may vary dependent upon location. In addition, be familiar with what JCP can provide to Cadets (interested personnel). Communicate information publicly; giving presentations and communicating with both potential applicants and family members of Cadets currently enrolled in or graduated from YCP. Solicit, arrange and conduct informational presentations/meetings to promote JCP's trades and opportunities through interest, meetings, career day, family day, and graduation at respective YCP locations. Establish and maintain a system (physical folders and/or database) at JCP on interested candidates within each YCP Program by cycle and location. Said system should contain contact information and documentation, points of contact and after-action meeting notes for follow-up tasks and future appointments. Recruiters should model professional behavior and demonstrate appropriate boundaries consistent with a State employee who works closely with at-risk youth. Strict professionalism is expected at all times in dress, communication and conduct. Maintain professional, approachable, transparent and proactive communication with all applicable YCP and JCP personnel and candidates. Research and recommend new/updates policies which will improve departmental effectiveness and promote departmental goals. At all other times, when uniform shirts are not worn, business casual attire should fit and worn in compliance with JCP Dress Code Policy. Assist with media relations as assigned at JCP and YCP events. This may also involve taking photos and videos as assigned to distribute to media upon request the same day as the event. Utilize "Media Questions and Answers" document in addition to sound judgment and professional experience in order to represent Louisiana Job Challenge Program through participation in assigned events in order to recruit, promote and market JCP through interviews and upcoming events at YCP. Recruiters are expected to dress business casual attire and wear a provided JCP uniform shirt when attending conferences, networking meetings and when delivering information presentations. Maintain honest and accurate record of time and attendance while performing job duties and responsibilities, which includes documentation with leave slips/k-time slips. In accordance with departmental "travel" and "budget" Standard Operating Procedures, work closely with JCP Program Budget Department to complete and submit all travel forms and documents; submit necessary credit card statement documentation required prior to suspense within software system, submit J6 documents, per diem vouchers and hotel expenditures. Abide by all GSA guidelines and operating procedures. Maintain responsibility for care and condition of assigned GSA vehicle, including performance of regular preventative maintenance inspections. Adhere to all State and Organizational Policies and Procedures. Complete all LANG Education Programs training, LMD training, NGB training and other training as required. Perform other duties as assigned.

5. 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). **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 by the close date, no later than 4:00 p.m.

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