



LOUISIANA MILITARY DEPARTMENT

Education Program Headquarters, Camp Beauregard, Pineville, LA
Recruiter 2



#50317655

ANNOUNCEMENT NO. 039-2026
OPENING DATE: March 12, 2026
CLOSING DATE: Open Until Filled

***SALARY:**
MA-615 \$40,914 - \$58,365

*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:

Learn scripted dialog and presentation scripts. As a representative of 3 Louisiana National Guard Youth Challenge Program (YCP) locations, recruiters must memorize a large amount of detailed information regarding every aspect and phase of YCP, which may vary dependent upon location, in order to communicate that information publicly, by giving presentations, and communicating with both potential applicants and family members of cadets currently enrolled. Through partnerships and developed relationships with "stakeholders" in assigned territories solicit, arrange and conduct informational presentations/meetings for personnel and interested persons within school, government, and community agencies statewide in order to promote and market LANG YCP. Establish and maintain a physical folder of all school, government, and community contacts and "stakeholders" within each assigned territory/parish. The folder should contain "stakeholder" contact information, and documentation of personal visits, points of contact, and after action notes for follow up tasks and future appointments. Establish and utilize an electronic mapping database of all school, government, and community locations within assigned territories/parishes. Maps should contain physical address, GPS coordinates, and contact information to locate organizations and agencies while traveling. Recruiters maintain and access contact points, and travel routes utilizing software on smartphone devices while performing job duties while traveling.

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

POSITION DESCRIPTION CONT.

Recruiter utilizes “event tracker” documents to schedule upcoming calendar obligations and maintain departmental records of events & presentations as part of after action duties. This may include but not limited to attending conferences, parish/statewide events, presentations, and other events as needed. 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. Recruiters are expected to dress in business casual attire and wear a provided YCP uniform shirt when attending conferences, networking meetings, and when delivering information presentations. At all other times, and when uniform shirts are not worn, business casual attire should be fit and worn in such a way that is considered modest and in compliance with YCP Dress Code Policy. Maintain professional, approachable, transparent, and proactive communication with YCP staff and departments through participation in YCP program events such as Intake Days, Family Days, and Graduations. Assist with media relations as assigned at YCP Family Days and Graduations. This may involve working cooperatively with program leadership and staff to assist media personnel to take photographs or conduct interviews. This may also involve taking photos and videos as assigned to distribute to media upon request the same day as the event. Media Advisories and Press Releases may also be assigned at discretion of supervisor. Utilize “Media Questions and Answer” document in addition to sound judgment and professional experience in order to represent Louisiana Youth Challenge Programs through participations is assigned television tapings, and radio recordings in order to recruit, promote, and market YCP, program interviews, and upcoming events. Research and recommend new/updated/innovative advertising strategies in order to recruit, promote, and market LANG YCP. Research and recommend new/updated policies which will improve departmental effectiveness and promote departmental goals. 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 YCP program budget departments 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. Work cooperatively with families, applicants, and representatives of organizations/agencies both in person and by phone. Meet deadlines designated by supervisors. Adhere to all state and organizational policies, and procedures. Perform other duties as assigned.

POSITION QUALIFICATIONS:

High school diploma or equivalency required. 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 Youth Challenge Program, employee is required to dress professionally, and maintain strict professional appearance and dress in compliance with Louisiana State 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. Available to report to duty during emergency or disaster situations is required.

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:

Mr. Timothy Groh
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: timothy.j.groh.nfg@army.mil