

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

YOUTH CHALLENGE ACADEMY SUPERVISOR

JOB DESCRIPTION

Employees in this job coordinate and direct the work of subordinate Youth Challenge Academy Cadre Aides in their performance of the care and training of cadets in the Department of Military and Veterans' Affairs' Michigan Youth Challenge program's residential phase, or coordinate and direct the activities of Youth Challenge Academy Recruiters in their performance of recruitment, placement, and mentor programs during the post-residential phase of the program. Work is performed under general supervision and requires thorough knowledge of the policies, procedures and regulations governing the Michigan Youth Challenge program, and supervisory techniques, personnel policies, and procedures. The employee works within general methods, procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations.

There are three classifications in this job.

Position Code Title - Youth Chalng Acdmy Spv-1

Youth Challenge Academy Supervisor 8

The employee serves as a first-level supervisor with responsibility for directing Youth Challenge Academy Cadre Aides.

Position Code Title - Youth Chalng Acdmy Spv-2

Youth Challenge Academy Supervisor 9

The employee serves as a second-level supervisor with responsibility for directing Youth Challenge Academy Cadre Aides through first-line supervision.

Position Code Title - Youth Chalng Acdmy Spv-3

Youth Challenge Academy Supervisor 10

The employee serves as a third-level supervisor with responsibility for directing Youth Challenge Academy Cadre Aides through second-line supervision or as a first-level supervisor of Youth Challenge Academy Recruiters while performing recruiter assignments.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Evaluates and verifies employee performance through the review of completed work.

Selects and assigns staff, ensuring equal employment opportunity in hiring, promotion, and training activities.

Under the supervision of a licensed nurse, dispenses medication to cadets.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Provides assistance in the development and implementation of military protocol and procedures.

Ensures the conditions of health, comfort, safety, and well being of cadets is maintained; and, provides and maintains the appropriate physical environment.

Provides assistance in determining and implementing operational objectives and procedures; recommends changes in existing objectives and procedures when necessary, and assists in their implementation.

Evaluates, with staff, the effects of interpersonal relationships and environments.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

Additional Job Duties

Youth Challenge Academy Supervisor 10

Coordinates and manages recruitment of new cadets for the program.

Manages the screening program of new recruits to the Academy.

Establishes recruitment plan to ensure full enrollment each cycle.

Coordinates and manages recruitment, selection and training of mentors for the post-residential phase of the program.

Monitors the mentor/cadet training and matching process.

Evaluates program for compliance with National Guard Bureau standards.

Recruits new cadets for entry into the Academy.

Assesses data collection and input of statistical data required by National Guard Bureau and provides regular reports.

Transports cadets to various activities and/or appointments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the 8 level, considerable knowledge is required at the 9 level, and thorough knowledge is required at the 10 level.

Knowledge of military protocol techniques and methods.

Knowledge of implementing Michigan Youth Challenge program objectives.

Knowledge of mental or behavioral characteristics of cadets.

Knowledge of departmental rules and regulations governing the Michigan Youth Challenge program.

Knowledge of first aid.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to get along well with cadets and subordinates.

Ability to observe and report cadets and subordinates and to gather data for decisions.

Ability to maintain appropriate attitude and conduct necessary to the welfare of cadets and employees.

Ability to maintain records and prepare reports.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Youth Challenge Academy Supervisor 10

Knowledge of recruitment techniques.

Knowledge of volunteer programs.

Knowledge of drug prevention/ intervention programs.

Knowledge of anger/crisis management and sensitivity to individual cadet and mentor needs and concerns.

Ability to conduct interviews, obtain information, make observations, and draw reasonable conclusions.

Ability to obtain the cooperation of cadet, mentors, family members, employers and public and private agencies.

Ability to conduct presentations and recruit cadet and mentors to the program.

Ability to operate a motor vehicle.

Working Conditions

Employees may work in a structured residential environment.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations.

An employee may be assigned to work any day of the week or on any shift.

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to work under stressful conditions.

Education

Education typically acquired through completion of high school.

Experience

Youth Challenge Academy Supervisor 8

Three years of military experience in a leadership role; or, two years of experience working in a residential or treatment setting including one year of military experience; or, two years of experience equivalent to a Youth Challenge Academy Cadre Aide E6; or, one year of experience equivalent to a Youth Challenge Academy Cadre Aide 7.

Youth Challenge Academy Supervisor 9

Four years of military experience in a leadership role; or two years equivalent to a Youth Challenge Academy Cadre Aide 7; or, one year equivalent to a Youth Challenge Academy Cadre Supervisor 8.

Youth Challenge Academy Supervisor 10

Five years of military experience in a leadership role, including one year of military recruitment experience; or three years of experience equivalent to a Youth Challenge Academy Cadre Aide 7; two years equivalent to a Youth Challenge Academy Supervisor 8 or a Youth Challenge Academy Recruiter E8; or, one year equivalent to a Youth Challenge Academy Recruiter 9 or a Youth Challenge Academy Supervisor 9.

Alternate Education and Experience

Youth Challenge Academy Supervisor 10

An associate's degree and two years of recruiting experience may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

YTHCACSPV

Job Code Description

YOUTH CHALLENGE ACADEMY SUPERVISOR

Position Title

Youth Chalng Acdmy Spv-1

Youth Chalng Acdmy Spv-2

Youth Chalng Acdmy Spv-3

Position Code

YOU CSPV1

YOU CSPV2

YOU CSPV3

Pay Schedule

NERE-005

NERE-006

NERE-007

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