

**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. The work requires thorough knowledge of the policies, procedures, and regulations governing the Michigan Youth Challenge program, and supervisory techniques, personnel policies, and procedures.

**Position Code Title - Youth Chalng Acdmy Spv-1**

**Youth Challenge Academy Supervisor 8**

The employee serves as a first-line supervisor directing the work of Youth Challenge Academy Cadre Aides.

**Position Code Title - Youth Chalng Acdmy Spv-2**

**Youth Challenge Academy Supervisor 9**

The employee serves as a second-line supervisor directing the work of Youth Challenge Academy Cadre Aides through first-line supervisors.

**Position Code Title - Youth Chalng Acdmy Spv-3**

**Youth Challenge Academy Supervisor 10**

The employee serves as a third-line supervisor directing the work of Youth Challenge Academy Cadre Aides through second-line supervisors, or as a first-line supervisor of Youth Challenge Academy Recruiters while performing recruiter assignments.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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

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

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 related to the work.

Dispenses medication to cadets under the supervision of a licensed nurse.

Assists in developing and implementing military protocol and procedures.

Ensures the well-being of cadets and maintains the appropriate physical environment.

Recommends objectives and procedures 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 and other tasks as assigned.

### **Additional Job Duties**

#### **Youth Challenge Academy Supervisor 10**

Coordinates recruitment and screening of new cadets for the program.

Establishes recruitment plan to ensure full enrollment each cycle.

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

Monitors the mentor/cadet training and matching process.

Assesses data collection, provides reports and evaluates program compliance with National Guard Bureau standards.

Transports cadets to activities and 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 the work methods and practices for the military model approach.

Knowledge of implementing Michigan Youth Challenge program objectives.

Knowledge of mental and behavioral characteristics of cadets.

Knowledge of the Michigan Youth Challenge program rules and regulations.

Knowledge of first aid.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to instruct, direct, and evaluate employees.

Ability to relate to cadets and subordinates.

Ability to observe and evaluate cadets and subordinates.

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

Ability to prepare and maintain records related to work.

Ability to communicate effectively.

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 youth intervention programs.

Knowledge of anger/crisis management.

Skill in effecting change in youth attitudes and behaviors.

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 provide presentations and recruit cadet and mentors to the program.

Ability to operate a motor vehicle.

### **Working Conditions**

The employee may work in a structured residential environment.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations or a hostile environment.

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

Some jobs require an employee to work outdoors.

### **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 degree and two years of recruiting experience may be substituted for the education and experience requirements.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

## **Special Requirements, Licenses, and Certifications**

See individual position descriptions.

## **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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