

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

YOUTH CHALLENGE ACADEMY RECRUITER

JOB DESCRIPTION

Employees in this job provide and coordinate a variety of services to at-risk youth who have completed the residential phase of the Michigan Youth Challenge Academy administered by the Department of Military and Veterans' Affairs.

There are four classifications in this job.

Position Code Title - Yth Challenge Academy Recr-A

Youth Challenge Academy Recruiter 9

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other recruiters or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

Position Code Title - Yth Challenge Academy Recr-E

Youth Challenge Academy Recruiter 6

This is the trainee level. The employee works as a trainee receiving close supervision while learning the methods, practices, policies, procedures, laws and regulations applicable to the work performed.

Youth Challenge Academy Recruiter 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for a range of academy recruiter work assignments.

Youth Challenge Academy Recruiter E8

This is the experienced level. The employee performs a full range of professional Youth Challenge Recruiter assignments in a full-functioning capacity. Judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Recruits and develops a corps of mentors to work with an assigned cadet in the non-residential phase of the Youth Challenge Academy.

Recruits potential cadets for entry into the Academy.

Develops marketing materials, presentations, mass mailings and application documentation for recruitment of cadets and mentors.

Coordinates career days, job fairs, military career recruitment orientations and college/technical school options for cadet placement opportunities after graduation.

Develops a network of employers, educators and military recruiters to assist with post-graduation opportunities for cadets.

Matches mentors and cadets for the post-residential phase and monitors the mentor/cadet relationship.

Monitors the mentor/cadet relationships during the non-residential phase to ensure program objectives are met and to resolve any conflicts or problems.

Responsible for the distribution and record keeping for stipends issued to cadets.

Prepares reports and maintains records regarding progress and related matters on cadets and mentors, as required.

Performs related work as assigned.

Additional Job Duties

Youth Challenge Academy Recruiter 9 (Lead Worker)

Oversees the work of recruiter staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Youth Challenge Academy Recruiter 9 (Senior Worker)

Performs on a regular basis professional assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the problems and behavior patterns of at-risk youth.

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 cadets, mentors, family members, employers and public and private agencies.

Ability to provide presentations and recruit cadets and mentors to the program.

Ability to apply program policies and procedures.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Youth Challenge Academy Recruiter 9 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

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 work under stressful conditions.

Education

Education typically acquired through completion of high school.

Experience

Youth Challenge Academy Recruiter 6

No specific type or amount is required.

Youth Challenge Academy Recruiter 7

One year of experience as a military recruiter or equivalent to a Youth Challenge Academy Recruiter 6, OR one year of experience as a Youth Challenge Academy Supervisor 8.

Youth Challenge Academy Recruiter E8

Two years of experience as a military recruiter or one year of experience equivalent to a Youth Challenge Academy Recruiter 7, OR two years of experience as a Youth Challenge Academy Supervisor 8, OR one year experience as a Youth Challenge Academy Supervisor 9.

Youth Challenge Academy Recruiter 9

Three years of experience as a military recruiter or one year of experience equivalent to a Youth Challenge Academy Recruiter E8.

Alternate Education and Experience

Youth Challenge Academy Recruiter E8

An associate's degree may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

Willingness to submit to a background investigation.

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

Job Code Description

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YOUTH CHALLENGE ACADEMY RECRUITER

Position Title

Position Code

Pay Schedule

Yth Challenge Academy Recr-E

YTCHAREE

U11-011

Yth Challenge Academy Recr-A

YTCHAREA

U11-013

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12/06/2012