

**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.

**Position Code Title - Yth Challenge Academy Recr-E**

Youth Challenge Academy Recruiter 6

This is the entry level. The employee performs a range of Youth Challenge Academy Recruiter assignments while learning the methods of the work.

Youth Challenge Academy Recruiter 7

This is the intermediate level. The employee performs an expanding range of Youth Challenge Academy Recruiter assignments in a developing capacity.

Youth Challenge Academy Recruiter E8

This is the experienced level. The employee performs a full range of Youth Challenge Academy Recruiter assignments and uses independent judgement to make decisions in specific work situations.

**Position Code Title - Yth Challenge Academy Recr-A**

Youth Challenge Academy Recruiter 9

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Youth Challenge Academy Recruiters and performing experienced level Youth Challenge Academy Recruiter assignments; or as a senior worker performing the most complex assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**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.

Recruits and develops mentors to work with assigned cadets 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.

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.

Distributes stipends to cadets and maintains records.

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

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Youth Challenge Academy Recruiter 9 (Lead Worker)**

Assigns work to lower-level recruiter staff.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

#### **Youth Challenge Academy Recruiter 9 (Senior Worker)**

Regularly performs the most complex and difficult assignments in the work area.

### **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.

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 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.

Ability to communicate effectively.

Ability to maintain favorable public relations.

#### **Additional Knowledge, Skills, and Abilities**

#### **Youth Challenge Academy Recruiter 9 (Lead Worker)**

Ability to train and assign work to others.

Ability to prioritize, organize, and coordinate the work.

Ability to prepare and maintain records related to the work.

## **Working Conditions**

Some jobs require travel.

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

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

## **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 7**

Two years of community outreach or case management experience may be substituted for the experience requirement.

### **Youth Challenge Academy Recruiter E8**

An associate degree OR three years of community outreach or case management experience may be substituted for the experience requirement.

**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**

Willingness to submit to a background investigation.

See individual position descriptions.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

YTCHACREC

### **Job Code Description**

YOUTH CHALLENGE ACADEMY RECRUITER

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Yth Challenge Academy Recr-E	YTCHAREE	U11-011
Yth Challenge Academy Recr-A	YTCHRECA	U11-013

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03/16/2025