



Executive Service Position Announcement Tennessee Volunteer Challenge Cadre Youth Program Team Leader

Position Description:

The Tennessee Military Department is actively seeking resumes for Tennessee Volunteer Challenge Academy (TNVCA) Youth Program Team Leaders/Cadre. Under the direct supervision of the Cadre Shift Supervisor, this position maintains order and safety of assigned cadets; provides routine custodial and developmental functions; obtains specialized experience and assists the Cadre Shift Supervisor in care and training of cadets. The Team Leader will ensure training schedules are completed and carried out in accordance with established guidelines and perform inspections of cadet living areas and coordinate building maintenance details on the TNVCA campus. The selected candidate must be willing to work varied shifts, which will include evenings, weekends or additional hours to accomplish the mission of TNVCA.

Minimum Annual Salary: \$31,584 - Additional Salary Considerations for Commercial Driver's License Certification, Air Assault Instructor and Rappel Master Qualifications

Benefits: Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

Essential Job Duties:

1. Supervises the daily activities of cadets including eating, recreational, instructional, and work activities; discusses behavior problems of cadets with the Cadre Shift Supervisor; responsible for successful training of Acclimation tasks and required entry into data system, implements approved disciplinary measures of cadets when necessary for training and control.
2. Maintains general safety and control of cadets; makes routine safety checks and performs health and welfare inspections. Familiarity with basic military style training and ability to enforce disciplinary, safety and security measures.
3. Applies military training principles and practices in guiding and training cadets; obtains practical experience in meeting the needs and addressing the problems of cadets. Ability to teach adolescents leadership, teamwork, service to community, health, hygiene, physical training, first aid and CPR, and outdoor skills.
4. Strong communication, supervisory, interpersonal and organizational skills. Must be detail oriented. Ability to analyze and evaluate the progress and development of assigned cadets and present verbal and written reports.

TN Volunteer Challenge Cadre cont'd

5. Ability to promote socially acceptable attitudes and behaviors, use tact, recognize that value systems may vary, treat individuals with respect and consideration, reason logically and arrive at sound conclusions.
6. Ability to gain trust and establish effective mentoring relationships with at-risk youth. Ability to make sound decisions and remain calm under stressful circumstances. Ability to perform work outdoors and withstand inclement weather and other environmental conditions.
7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

Minimum Qualifications:

- Requires the completion of High School or GED/HiSet.
- Ability to communicate effectively both orally and in written communication.
- Requires the ability to establish patterns of communications with cadets.
- Requires ability to analyze and evaluate the progress and development of assigned cadets and present verbal and written reports.
- Requires the ability to enforce safety and security.
- Employee will undergo an extensive background check. Applicants for this class must have no conviction of a felony; applicants must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.
- Possess a valid State driver's license

Helpful Knowledge, Skills, Abilities, and Competencies (KSACs):

- Knowledge of military or quasi-military structure, atmosphere and procedures.
- Two (2) years' experience in work related to the above described duties.
- Familiarity with Microsoft Office Suite

How to Apply:

Submit your resume detailing your experience in meeting the above requirements for the TNVCA to:

Tennessee Volunteer ChalleNGe Academy

TNVCA.admin@tn.gov

(Subject line should read: Resume for TNVCA Cadre Position)