

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085**

**CIVILIAN POSITION VACANCY  
ANNOUNCEMENT NUMBER: ML170207**

**OPENING DATE: 02/10/2017**

**CLOSING DATE: INDEFINITE**

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**LOCATION: Mountaineer Challenge Academy, Camp Dawson, 1001 Army Road,  
Kingwood, WV 26537**

**JOB TITLE: MCA Squad Leader #6060**

**FUNCTIONAL TITLE: Squad Leader**

**SALARY: \$35,688**

**How to Apply:** Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications may be obtained from the West Virginia Military Authority Web Site:  
<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcement/default.html>.

**NATURE AND SCOPE OF WORK**

Under the general supervision of the Commandant of Cadets, a person in this position provides daily supervision to Academy Cadets in the residential phase of the program. Squad Leaders work to redirect the behaviors of volunteer at-risk teens through the use of behavioral modification techniques, supervising and monitoring Cadet activities, and assists in the instruction of basic living skills, social skills, and military standards. Squad Leaders, also referred to as Cadre, complete daily documentation of activities. This position is shift work, including weekends, and is subject to frequent changes, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provide 24-hour, seven days a week, supervision for Academy Cadets.
2. Provide for accountability, control and safety of Cadets.
3. Conduct training to support the NGYCP 8 Core Components including classroom instruction, computer lab monitoring and tutoring as assigned.
4. Supervise daily training schedule: quasi-military standards, corps formations and movement, physical training, assignment instruction, laundry call, first aid, med call, hygiene, service to community, etc.
5. Lead and supervise physical training activities in accordance with FM 3-21.5
6. Coordinate and supervise recreational, team building and group activities; supervise training site preparation and operation
7. Interacts with residents to facilitate development of living and social skills, reinforces positive behavior, offers alternatives to inappropriate behavior, and responds appropriately to Cadet

problems; provides limited first line counseling; provides physical intervention techniques when required and directed by the supervisor.

8. Maintain security of the facility and Cadets; conduct periodic inspections of Cadets, quarters, activities and activity areas for safety, hygiene and/ or contraband; supervises laundry and hygiene activities.
9. Transport and supervise Cadets when required and qualified: appointments, Service to Community projects.
10. Reviews case records, staff notes, administrative regulations and memorandums.
11. Completes all paperwork including, but not limited to: daily logs, Cadet case records, telephone calls, incident reports, medication-log; meal records, time sheets, etc.
12. Coordinate with other staff and departments to provide for Cadet development and supervision; serve as a member of a Teaching Team
13. Properly manages confidential and sensitive information.
14. Assists with in-processing and out-processing of Cadets; assist with special events and ceremonies.
15. Must be physical capable of participating in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating 15 passenger van, 16-hour work days, and lifting up to 40 lbs of materials or equipment.
16. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
17. Must travel and attend off-site training.
18. Must wear the uniform of the MCA Squad Leader in accordance with AR 670-1.
19. Must be available for all shifts and days of the week including on call in case of emergencies.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of rules, regulations, laws, policies and procedures regarding residential facilities and ChalleNGe programs.
2. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
3. Knowledge of emergency and security procedures.
4. Knowledge of basic personal hygiene and grooming for residential environment
5. Skill to effectively communicate with at-risk teens; in oral and written formats
6. Skill with computers and Microsoft Office package.
7. Ability to read, understand and follow rules, regulations policies, procedures, training materials, and other written materials.
8. Ability to follow verbal instructions and written directives.
9. Ability to serve as an instructor for small and large groups
10. Ability to work in stressful situations.
11. Ability to interact with co-workers, Cadets, and the public to establish and maintain effective working relationships.

### **MINIMUM QUALIFICATIONS**

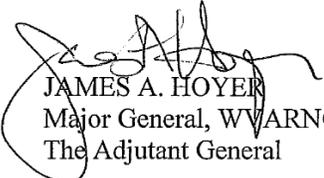
TRAINING: High School Diploma or TASC certificate (GED)

PREFERENCE will be given for military experience. If separated: honorable discharge.

### **SPECIAL REQUIREMENTS**

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated. All other Cadre Department uniforms are provided by the MCA: physical training uniform, BDU's, outer wear, etc.
2. Position is contingent upon receipt of continued Department of Defense funding.

3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
5. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.



JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General