State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. YTHCADEE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Michigan National Guard
4. Civil Service Position Code Description YOUTH CHALLNG ACAD CADRE ADE-E	**10. Division** Michigan Youth Challenge Academy
5. Working Title (What the agency calls the position) Cadre Aide E6	**11. Section** Operations Residential
6. Name and Position Code Description of Direct Supervisor YOUTH CHALNG ACDMY SPV-1	**12. Unit** Cadre
7. Name and Position Code Description of Second Level Supervisor YOUTH CHALNG ACDMY SPV-2	**13. Work Location (City and Address)/Hours of Work** Michigan Youth Challenge Academy 5500 Armstrong Rd, Bldg 13 Battle Creek, Mi 49016 / Hours will vary.

14. General Summary of Function/Purpose of Position

Under the direct supervision of a Cadre Supervisor, this position is responsible for the instructions and oversight of Challenge Cadets/Associates in the areas of personal hygiene, uniform/clothing care and maintenance, life skills development (8-Core Components), enforcement of Challenge policies, rules and regulations; and submission of verbal and written orders and reports. Must provide for the physical, emotional and safety needs of cadets/associates. Cadre must assist cadets/associates in meeting their individual goals as well as assisting in the development of a pathway to success. This position must instill by example the military model of behaviors and self-discipline.

This position will be assigned to work in one of two sites: Youth Challenge (5500 Armstrong Rd, Battle Creek) or Job Challenge (Ft Custer, Battle Creek)

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **55**

Conduct daily supervision of Michigan Challenge Cadets/Associates, including education, employment, eating, physical training, team building, hygiene, education and community service-work projects

Individual tasks related to the duty:

Give verbal instructions to cadets/associates in accordance with Michigan Challenge standard operating procedures and policy guidelines. Ensure compliance.

- Review & reevaluate lesson plans, prepare & instruct classes on 8 core components & various training curriculums.
- Lead and participate in physical fitness training and ensure all assigned cadets are participating in activities.
- Provide senior leadership/supervisors with written evaluations of cadet/associate performance as well as incident/intervention reports.
- Provide continual supervision of cadets between activities and locations, i.e. barracks, physical training areas, work sites and medical clinic.
- Assist in preparation of training schedules.
- Regular and substantial driving in all weather conditions, including inclement, to transport cadets to community service events, program activities, medical or personal appointments, and field trips.

Duty 2

General Summary: **Percentage:** **10**

Assure safety and security practices, policies and procedures are followed during all activities.

Individual tasks related to the duty:

- Provide first aid and investigates injury or illness complaints to determine need for medical services.
- Conducts safety classes, briefings and risk assessment prior to all cadet/associate activities.
- Records any safety violations or injuries and ensures prompt medical attention is given to cadets/associates.
- Conduct search of persons or property, within jurisdictional limits, and in accordance with program regulations, as required.

Duty 3

General Summary: **Percentage:** **10**

Reinforce the development of appropriate behavioral expectations, goal setting, Post Residential Action Plan (P-Rap) and task accomplishment through example, explanation and demonstration.

Individual tasks related to the duty:

- Aid Advisors & post residential staff in P-Rap and placement after graduation of the resident phase.
- Gives or assigns tasks clearly and specifies expectations.
- Follows up with cadets/associates to ensure tasks are conducted in a safe and appropriate manner.
- Provide instruction with demonstration on the safe and proper use of tools and equipment.
- Participate in appropriate counseling group instructions to assist presenters and cadets/associates.
- Initiate corrective discipline and actions to assigned cadets/associates. Corrective discipline can include, pushups, sit-ups, physical labor; i.e. laundry duty, mowing lawns etc. in accordance with program guidelines.

Duty 4

General Summary: **Percentage:** **10**

Accompany and/or transports cadets/associates to educational, employment, medical, tours, special events and educational field trips.

Individual tasks related to the duty:

- Provide appropriate adult role model during public interaction or field trips or tours.
- Assist education leaders and presenters during specific presentations.
- Instruct cadets/associates in appropriate social skills and behaviors.
- Transports to off-campus activities.

Duty 5

General Summary: **Percentage:** **10**

Provide cadets/associates with a positive, firm, fair and consistent role model in quasi-military environment, treating all cadets/associates with dignity and respect.

Individual tasks related to the duty:

- Present an attitude of mutual respect using appropriate language, high grooming and uniform standards and conduct.
- Form professional, adult relationships through positive counseling activities.
- Apply military principles, practices and standards while guiding and training cadets/associates.
- Establish and maintain a mature interpersonal relationship with cadets/associates and advise senior leadership of serious problems.

Duty 6

General Summary: **Percentage:** **5**

Coordinate and assist program staff in conducting individual and group presentations to parents, community groups and government agencies that foster a better understanding of the Michigan Challenge Programs.

Individual tasks related to the duty:

- Accompany and provide assistance to staff during presentations at parental and civic meetings.
- Apply knowledge of program and involvement as a cadre member to reinforce program material during presentations.
- Answer questions clearly, using good communications skills.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position can make decisions within the scope of the immediate position responsibilities. In the absence of guidance, Cadre will make decisions about cadet/associate welfare based on fair and appropriate treatment of the cadet/associate.

17. Describe the types of decisions that require the supervisor's review.

1. Sending someone to medical center.

2. Any change in daily cadet/associate routine.

3. Release of a cadet/associate from the program.

4. Anytime financial liability is assumed for the academy.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

1. Lead and participate in military physical fitness and recreational activities.

2. Requires participation in safe crisis management (SCM) prevention program to physically intervene with cadets who are exhibiting aggressive behavior.

3. Ability and fitness level to conduct military style road march at distances of up to 5-miles.

4. Regular and substantial driving in all weather conditions, including inclement, to transport cadets to community service events, program activities, medical or personal appointments, and field trips.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.

N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

1. Supervise and lead cadets using current military standards and protocol.

2. Aid Advisors & post residential staff in P-Rap and placement after graduation of the residential phase.

3.Review & reevaluate lesson plans, prepare & instruct classes on 8 core components & various MYCA curriculums.

4. Conduct physical fitness and recreation training to cadets.

5. Perform written evaluations and reports or behaviors and activities.

6. Establish and maintain interpersonal relationships with cadets.

7. Ensure physical welfare and safety of cadets at all times.

8. Operate a motor vehicle to travel to various work sites and other areas for supplies and to transport cadets for off campus activities.

9. Regular and substantial driving in all weather conditions, including inclement, to transport cadets to community service events, program activities, medical or personal appointments, and field trips.

10. Will participate in the semi-annual MYCA Physical Fitness Assessment.

11. The list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties and responsibilities as necessary.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

"Regular and substantial driving in all weather conditions, including inclement, to transport cadets to community service events, program activities, medical or personal appointments, and field trips." was added to Duty 1, Box 18, and Box 23.

25. What is the function of the work area and how does this position fit into that function?

The MYCA academy is a 22- week intervention program for 16-18 year old “at-risk” youths who have dropped out of high school. The program uses a basic training, military model approach with the objective of providing “at-risk” youth with a GED or high school credit education in a structured, residential environment. This position is required to provide discipline, structure, military role model and supervision.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Knowledge and skills typically acquired through the completion of high school

EXPERIENCE:

One year working with youth in a residential setting or One year of military experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of military procedures, discipline, structure/culture. Knowledge of health, safety and first aid practices. Ability to supervise cadets while maintaining a military atmosphere. Able to work flex work schedule, including evenings, weekends and holidays.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

Willingness to submit to a background investigation.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor | **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

MARIAN FITZSIMMONS | 3/23/2026

Appointing Authority | **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee | **Date**