

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

**1. YTCHAREE**

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Army National Guard
<b>4. Civil Service Position Code Description</b> YTH CHALLENGE ACADEMY RECR-E	<b>10. Division</b> Michigan Youth Challenge Academy
<b>5. Working Title (What the agency calls the position)</b> Class Advisors	<b>11. Section</b> Admissions and Graduate Affairs
<b>6. Name and Position Code Description of Direct Supervisor</b> DEPARTMENTAL MANAGER-2	<b>12. Unit</b> R/P/M Department
<b>7. Name and Position Code Description of Second Level Supervisor</b> STATE ADMINISTRATIVE MANAGER-15	<b>13. Work Location (City and Address)/Hours of Work</b> 5500 ARMSTRONG RD; BATTLE CREEK, MI 49015 / Varies; 80 hours per pay period

**14. General Summary of Function/Purpose of Position**

The Recruiter 6-E8 is responsible for preparing and presenting program information to individuals, groups and assists the Recruiting/Post Residency/Mentoring (R/P/M) coordinator in recruiting the next class of cadets. Is also responsible for managing and filing applications, coordinating with mentors, and conducting classes to mentors and cadets on mentor relationships. The Recruiter must document incoming and outgoing correspondence and conduct follow-up programs in the post-residential phase of the program. Collects reports, monitors and supports mentors in the 12-month post-residential phase.

**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: 40**

Track and follow-up on cadets through mentors in the Post-residential phase of the program (12 months per cycle). Collect and organize data acquired up to 200 cadets and 200 mentors participating.

**Individual tasks related to the duty:**

- Initiate and coordinate communication with mentors approximately once a month by phone.
- Follow up on mentor/cadet relationship crisis or termination and match cadet with new mentor if relationship is terminated.
- Ensure mentors are meeting with cadets by receiving appropriate documentation and by phone.
- Organize and update each cadet/mentor file with new documentation.
- Input data into database in a timely manner.
- Provide reports in a timely manner to those who have need and clearance to use

**Duty 2**

**General Summary:**

**Percentage: 30**

Assist in recruiting of cadets and mentors for each cycle (2 per year) 200 each cycle.

**Individual tasks related to the duty:**

- Assist R/P/M Coordinator in producing marketing materials, presentations, mass mailings, and application documentation.
- Coordinate and execute presentations throughout the state to school districts, government agencies, and service groups.
- Demonstrable speaking abilities to convey messages to large groups of both youth and adults in a variety of settings.
- Follow up on application process with potential cadets and mentors.
- Document all phone, mail, email, and personal communications with cadets and mentors.
- Organize and distribute documents received from cadets and mentor applications.

**Duty 3**

**General Summary:**

**Percentage: 10**

Assist in placement of cadets in post-residential phase for up to 300 cadets.

**Individual tasks related to the duty:**

- Assist in identifying the goals of the cadet's future after the resident phase is complete during the resident phase.
- Contact employers in cadet's community for placement after graduation.
- Assist in coordinating career days for cadets.
- Coordinate meetings with recruiters for cadets who wish to join the military and organize military career orientations.
- Assist in coordinating meetings with local colleges for cadets who want to enroll in college.
- Assist cadets for placement back into secondary education facilities.

- Communicate with cadet mentors in assisting cadet in attaining career goals.
- Collect and input data from mentor meetings ensuring cadet is achieving requirements in post-resident phase.

#### **Duty 4**

**General Summary:**

**Percentage: 15**

Assist with Marketing and promotion of the Michigan Youth Challenge Academy (MYCA) and the Michigan Job Challenge Program (MJCP).

#### **Individual tasks related to the duty:**

- Work closely with the MING PAO to advertise and market to target audience and organizations to promote the program within the state of Michigan.
- Website maintenance, providing media exposure via various social media platforms.
- Writing press releases and other similar types of messages.
- Be able to conduct both radio and television interviews with comfort.
- Creating brochures and advertisements for program.
- Ability to set up and operate various platforms of audio/visual equipment.

#### **Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

#### **Individual tasks related to the duty:**

Other tasks as assigned.

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

- Give presentations to schools, government agencies, and service groups to inform communities of the program.
- Coordinate and conduct orientations throughout the State of Michigan.
- Generating leads and prospects for the MYC Academy.

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

The necessity to work overtime or alternate shifts based on the requirements of the R/P/M office. Purchasing of equipment necessary to perform job. Approving training schedules that incorporate changes in normal operations (overlapping events on the training schedule).

#### **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.**

Standard office environment. Physical effort includes: sitting, standing, walking, reaching, and bending daily. May require driving up to 4-5 hours to meet with community organizations or potential cadets.

#### **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 Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Assign work.  
N Approve work.  
N Review work.  
N Provide guidance on work methods.  
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?**

Management Developed PD.

**23. What are the essential functions of this position?**

The Recruiter 6-E8 is responsible for preparing and presenting program information to individuals, groups and assists the R/P/M coordinator in recruiting the next class of cadets. Is also responsible for managing and filing applications, coordinating with mentors, and conducting classes to mentors and cadets on mentor relationships. The Recruiter must document incoming and outgoing correspondence and conduct follow-up programs in the post-residential phase of the program. Collects reports, monitors and supports mentors in the 12-month post-residential phase.

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

PD was last reviewed in 2005. PD has been updated to add in the Michigan Job Challenge Program (MJCP) responsibilities in duty 4 as well as clarify tasks. The concept of the position remains the same.

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

The MYC Academy is a 17-month program, 22 weeks residential and 12 months post-residential. This position is required to recruit cadets for 2 cycles a year of 140 cadets per cycle. At any given time, over 700 candidates will be in this process along with 700 mentors, and simultaneously, we will be recruiting for the next cycle of 175 cadets and mentors.

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

**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.

**Alternate Education and Experience**

**Youth Challenge Academy Recruiter E8**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have knowledge of volunteer programs, mentoring, and public service. Ability to assume assignments that are complex, establishing priorities, coordinating activities, and resolving work related problems. Knowledge of procedures and policies. Ability to communicate effectively.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Valid Michigan driver's license.

**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.***

\_\_\_\_\_  
Appointing Authority

2/2/2018

\_\_\_\_\_  
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