

Oklahoma Military Department
“National Guard Civilian Youth Program Division”

SUBJECT: VACANCY ANNOUNCEMENT UNCLASSIFIED U08-49

POSITION: Recruiting, Placement and Mentoring (RPM) Coordinator

OPENING DATE: November 20, 2008 0700

CLOSING DATE: December 5, 2008 1630

SALARY: \$2,789/Month

EDUCATION and LEADERSHIP EXPERIENCE: BA/BS required; 4-6 years experience in administration or mid-to senior level leadership or supervisory experience required.

JOB DESCRIPTION: The RPM Coordinator, with guidance from the Program Director, is responsible for coordination of the Marketing Program to recruit potential Cadets, the Placement Program for cadet post residential placement, and Mentorship program developing the mentor-mentee relationship for the Thunderbird Youth Academy (Alpha Company), Oklahoma’s National Guard Youth ChalleNGe Program. As such, the RPM Coordinator supervises and evaluates all associated processes and results ensuring program goals are successfully met.

Recruitment: Ensures program recruiters and recruiting program / marketing plan provides a Pre-ChalleNGe registration pool of prospective cadets sufficient to select enough qualified cadets to equal the program’s cadet graduation target of 125 plus the program’s historical attrition rate over the 22-week Residential Phase.

Mentorship & Case Management: Supervise the Mentor Coordinator to ensure all cadets are matched in a timely manner with a trained mentor IAW published guidelines. Ensure Case Managers maintain contact and document the status of all graduates in the post residential program IAW published policies.

Placement: Works closely with Counseling Department to provide positive placement for graduating cadets. During Residential Weeks 14-22 and Post-Residential Months 1-6 ensure that Case Managers record cadet placement activities to include employment, education or military placement.

Database Management / Department Administrative: Supervise discretionary support staff to ensure that applicant data is entered into the DMARS Data Base in an accurate and timely manner to measure program progress and compliance. Ensure public is properly greeted, tours of prospective cadets are planned and conducted.

Managerial: Supervise, direct, and evaluate the performance of RPM staff to ensure Academy goals are achieved. Staff includes, Recruiters, Cadet Case Managers, Mentor Coordinator, and database entry staff. Coordinate with other departments on program improvement and cooperative activities. Enforces Academy rules and polices in accordance with the Master Youth Programs Cooperative Agreement (MYPCA) and OMD Guidelines. Perform additional duties as required.

Desired Skills / Experience: Qualified competitive candidates are strong multi-taskers, able to understand and track the distinctly different elements of the RPM department. Successful applicants will have experience in managing program data input into a large database and a strong background in recruiting and sales. Success of department goals mandates cross coordination and teamwork with all other Program departments, therefore RPM dept head must be a team player.

SPECIAL REQUIREMENTS: Must have good computer skills with Windows XP experience a plus. Ability to handle confidential information. Exercise judgment in interpreting and applying rules or policy. Occasional travel is required, may be at the expense of the employee to be reimbursed within 45 days of state reimbursement claim submission.

MANDATORY REQUIREMENTS: An offer of employment shall only extend to final candidates contingent upon a satisfactory out come of the required pre-employment background check, drug-alcohol screening, employment eligibility verified through E-Verify (Homeland Security), and a National Agency Check for positions that require computer access.

BENEFITS: This is a full-time unclassified state with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance for the employee and 75% paid health insurance for dependents. Annual leave of 10 hours per month and sick leave of 10 hours per month begin accruing immediately.

LOCATION: Thunderbird Youth Academy located on the campus of Whitaker Education and Training Center (WETC grounds): 417 S Elliott Street, Pryor, Oklahoma. TYA is Oklahoma's National Guard Youth ChalleNGe Program. For more information about the program, logon to the national website at www.ngycp.org/ok.

HOW TO APPLY: Submit a cover letter, resume and completed Authority for release of information and records and drug-alcohol testing form by 4:30 pm on the date shown above to the following:

**Oklahoma Military Department
ATTN: OKSRM-Personnel
3501 Military Circle
Oklahoma City, OK 73111
FAX: 405.606.7262**

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