

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML140403**

OPENING DATE: April 28, 2014

CLOSING DATE: May 9, 2014

LOCATION: Mountaineer ChalleNGe Academy, 1001 Army Road, Camp Dawson,
PO Box 586, Kingwood, WV 26537

JOB TITLE: MCA Program Coordinator

FUNCTIONAL TITLE: Program Coordinator #6061

SALARY RANGE: \$36,060-\$54,180

Note: Position carries a six months probationary period.

How to Apply: Anyone interested in applying for this position must submit a **completed State of West Virginia Application for Employment and resume** to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Application may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or

<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.html>

NATURE AND SCOPE OF WORK

Under the general supervision of the Deputy Director, performs skilled work at the full-performance level of the Academy. The Program Coordinator plans, schedules and coordinates all aspects of Cadet and Staff Training. The scope of responsibility includes developing the Cadet training schedule, which requires coordination with all functional areas of the quasi-military school and related outside resources. Work is designed to support the 8 Core Components of the National Guard Youth ChalleNGe Program: Citizenship, Life Coping Skills, Leadership/Followership, Employability Skills, Physical Training, Job Skills, Community Service, and Academic Excellence (high school diploma or high school equivalency.) The general duty day for this position is Monday – Friday, with some evenings and weekends, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Plan, develop and coordinate the long range Master Training Schedule and the Weekly Training Plan of the Academy.
2. Plan and develop the Community Service mission of the Academy.
3. Provide new employee Staff Orientation.
4. Assist with the training of new employees.
5. Properly manages sensitive and confidential information.

6. Comply with deadlines and expectation within the regulatory and statutory guidelines: State of WV, National Guard Youth Challenge Program and the MCA.
7. Include the Training Requirements of the all functional areas: Cadre, Education, Counseling, Post Residential, and Medical.
8. Coordinate equipment and support requirements with MCA Logistics, Medical and Dining Operations.
9. Coordinate outside resources.
10. Prepares reports reflecting the training status of the program.

DUTIES AND RESPONSIBILITIES

1. Determines need for training and staff development, and provides training or searches out training opportunities.
2. Interprets statutes, regulations and policies to staff and the public.
3. Consults with Department Supervisor to develop training plans.
4. Maintain all records and data IAW Academy, State of WV and NGB requirements.
5. Maintains accurate, up-to-date, and required documentation and data using the designated Management Information Reporting System.
6. Evaluates the operations of the training plan for efficiency and effectiveness.
7. Researches professional journals, regulations, and other sources for program improvement.
8. Coordinate with Post Operations, off-site facility managers, and Service Agencies to support the Master Training Schedule reflecting all on-site and off-site activities.
9. Plan and coordinate safety and security measures for the Academy; Cadets, Staff, and outside agencies.
10. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, and lifting up to 40 lbs of materials or equipment.
11. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
12. Must travel and attend off-site training.

KNOWLEDGE, SKILL, AND ABILITY

1. Knowledge of the program, department and related activities.
2. Knowledge of Federal, State, and local government relationships related to the Academy.
3. Knowledge of the principles and techniques of management, including organization, planning, staffing, training, and reporting.
4. Knowledge of state government organizations, programs and functions.
5. Knowledge of proper techniques to handle, record, store and dispose of Personal Identifiable Information.
6. Knowledge of safety practices and risk management.
7. Skill set in military operations.
8. Skill set with Microsoft Office package.
9. Skill to maintain records, prepare reports and correspondence related to work.
10. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
11. Ability to plan and coordinate the administrative activities of the MCA.


12. Ability to evaluate operational situations, and analyze data and facts in preparation for administrative and policy decisions.
13. Ability to establish and maintain effective working relationships with Cadets and co-workers, other government officials, employees, and the public.

TRAINING AND EXPERIENCE

1. Preference may be given to applicant with prior military experience.
2. High School Diploma or equivalent.
3. One year of full-time or equivalent part-time paid experience or other appropriate experience with transferable skills.
4. Experience as described may be substituted on a month-by-month basis.

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.
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 means that the employee may be terminated at anytime without cause.


FOR JAMES A. HOYER
Major General, WVARNG
The Adjutant General