



Mountaineer Challenge Academy

SQUAD LEADER

POSITION DESCRIPTION	WVMA MCA	MCA Squad Leader Squad Leader	#6060 MA-6
-----------------------------	-------------	----------------------------------	---------------

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.

EXAMPLES OF WORK

1. 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.
2. Conducts training to support the NGYCP 8 Core Components.
3. Coordinates and supervises recreational and group activities.
4. Assists in the planning of recreation and other activities.
5. Monitors to detect prohibitive behaviors.
6. Reviews case records, staff notes, administrative regulations and memorandums.
7. Completes all paperwork including, but not limited to: daily logs, case records, telephone calls, incident reports, medication-log, meal records, time sheets, etc.
8. Maintains Cadet files.
9. Properly manages confidential and sensitive information.
10. Assists with in-processing and out-processing of Cadets.
11. Conducts classroom instruction, computer lab monitoring and tutoring as assigned.
12. Supervises Cadet laundry call and hygiene activities.
13. Provides physical intervention techniques when required and directed by the supervisor.
14. Maintains security of the facility and Cadets, may conduct periodic searches, and may search for contraband.

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 inspections of Cadets, Cadet quarters, Cadet activities and activity areas.
4. Provide limited first line counseling and assistance to Cadets until appropriate staff are present.
5. Participate in and supervise Cadet physical training activities in accordance with FM 3-21.5.
6. Supervise daily training schedule.
7. Supervise and lead physical training.
8. Supervise training site preparation and training operations.
9. Assist with awards and graduation ceremonies.
10. Assist with in-processing and out-processing of Cadets.
11. Assist Instructors, Counselors and others in Cadet developmental activities.
12. Transport and supervise Cadets when required and qualified: appointments, Service to Community projects.
13. Coordinate with and assist other Squad Leaders in providing for Cadet development and supervision.
14. Monitor medications.
15. Provide general first-aid.

16. Oversees all quasi-military training.
17. 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.
18. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
19. Must travel and attend off-site training.
20. Must wear the uniform of the MCA Squad Leader in accordance with AR 670-1.
21. Must be available for all shifts and days of the week including on call in emergencies.

KNOWLEDGE, SKILL AND ABILITY

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.
5. Skill to effectively communicate with at-risk teens.
6. Skill for Microsoft Office package.
7. Ability to read and understand policies, procedures, training materials, and other written materials.
8. Ability to follow verbal instructions and written directives.
9. Ability to serve as a class instructor.
10. Ability to work in problem situations.
11. Ability to interact with co-workers, Cadets, and the public to establish and maintain effective working relationships.
12. Ability to enforce rules, regulations and state laws.

TRAINING AND EXPERIENCE

1. Prior Military Service preferred.
2. High School Diploma or GED
3. One year of experience working with and guiding youth as a youth leader, counseling assistant or teaching assistant or other experience as appropriate, preferably in a residential setting.
4. Substitution: Successfully completed study in an accredited college or university may substitute for the required experience on a year-for-year 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. All other uniform items are provided by the MCA:
 - a. physical training uniform
 - b. BDU's
 - c. outer wear
3. Position is contingent upon receipt of continued Department of Defense funding.
4. This position falls under the West Virginia Public Employees Retirement System (PERS).
5. 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.
6. 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.