



Executive Service Position Announcement TN Volunteer Challenge Academy Cadre Staff Supervisor

Position Description:

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge (TNVCA) Cadre Staff Supervisor (Commandant). The Cadre Staff Supervisor is under the administrative direction of the Deputy Director of the Tennessee Volunteer Challenge Academy. The Commandant communicates with the Deputy Director on a daily basis. He/She assists with planning, staffing, and implementation of special events and activities. The Commandant serves as the direct line supervisor of the Cadre Department and is responsible for conducting a robust physical training program and maintaining good order and discipline.

The selected candidate must be willing to work a flexible schedule when needed, which may include evenings, weekends or additional hours.

Annual Salary: \$36,900

Essential Job Duties:

- Schedules and assigns duties and work projects to Platoon Leaders; inspects work for completeness and corrections; evaluates performance of Platoon Leaders and Assistant Platoon Leaders; imposes disciplinary actions when required; responsible for training of Platoon and Assistant Platoon Leaders.
- Evaluates each team's/platoon's overall behavior and adjustment; exchange information and views with other TNVCA personnel; presents oral and written reports at staff meeting.
- Instructs and supervises the instruction of corps members in various personal, vocational and recreational activities and physical training; offers assistance and practical advice to corps members; determines minor disciplinary measures when necessary.
- Supervises the daily activities schedules of all teams; assists corps members in adjusting to TNVCA rules and regulations; works closely with Instructors and Counselors.
- Supervises/coordinates movement of corps members to and from classrooms, dorms, and work details
- Schedule and manage up to 50 Cadre.
- Coordinates with TNVCA Nurse and assists with medical treatment/med runs and medication distribution as needed.
- Ensures Cadres and Cadets adhere to established safety standards.

Minimum Qualifications:

- Bachelor's Degree in business administration, public relations, or related field and three (3) years' experience in work related to the above described duties, OR High school diploma or GED with six (6) years experience in work related to the above described duties.
- Ability to communicate effectively both orally and in written communications.
- Knowledge of office practices, programs, and be able to use common office equipment.
- Ability to work with little supervision to produce required quota vital to success of program.
- Possess a valid state driver's license and be eligible to obtain and maintain a US Government Motor Vehicle Operator's ID card.
- Employee will undergo an extensive background check. Applicants for this class must have no conviction of a felony; applicants must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

How to Apply:

Submit your resume detailing your experience in meeting the above requirements for the TNVCA Cadre Staff Supervisor to:

Kimberly.Mantlo@tn.gov

Deadline to Apply: November 10, 2016

The State of Tennessee is an Equal Opportunity Employer