



## Executive Service Position Announcement

# TN Volunteer Challenge RPM Coordinator

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### Position Description:

The Tennessee Army National Guard is currently accepting resumes for the position of TN Volunteer Challenge Recruitment, Placement, Mentor (RPM) Coordinator. This position will provide assistance with the recruiting and screening of pre and post residential corps for the Tennessee Volunteer Challenge Academy Program.

**Annual Salary:** \$31,884

### Essential Job Duties:

- Coordinate with the Tennessee National Guard units and State of Tennessee Counterparts for nomination for potential corps members and mentors to the TN Volunteer Challenge Academy.
- Promote public relations and presenting the program as a valuable community youth outreach program; coordinating outreach within the community to locate participants that may be eligible for the Academy
- Schedule and coordinate informational program and oral presentations as required.
- Solicit support for mentors from employers and other state agencies.
- Help coordinate assignments of mentors to corps members based on location, socioeconomic and personality compatibility based on input from other staff members.
- Coordination all pre-resident and post-residential support activities.
- Plan and execute all logistical requirements for post residential functions. Notify graduates and mentors of post resident activities. Primary responsibility for all accuracy & completeness of all residential, post residential placement & coordination of mentor/mentee contact, including validation of all data entry. Prepare reports as required. Primary responsibility for conducting Case Managers, Mentor & Mentee training.
- Oversight of the operational function of the Post Residential Department.
- Supervise and execute the direction of Case Managers and Post Residential Staff.
- Develop appropriate strategies for contacting applicant resources and placing participants in the Academy
- Assess applicants readiness status to include barriers to completing the Academy
- Establish a network with community-based organizations and other state agencies to inform them of services available and meeting with them regularly
- Develop and implementation of post residential career management to include: 1) coordination with all interagency commissions, 2) coordination and recruitment of mentors, 3) hosting career fairs, and 4) tracking employment and career status of cadets up to and including one year from residential completion.

### Minimum Qualifications:

- Bachelor's Degree in business administration, public relations, or related field and four (4) years experience in work related to the above described duties OR high school diploma or GED with five (5) years experience in work related to the above described duties.
- Ability to communicate effectively both orally and in written communications.
- Knowledge of office practices, procedures, programs, and filing.

- Ability to use commonly used office equipment.
- 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 Logistician to: [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov)

**Deadline to Apply: October 12, 2016**