



PARISH OF CADDO
 Department of Finance
 Human Resources Division
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Posting Date:04/09/07
 Time: 2:21 p.m.
 Closing Date: 04/16/07
 Starting Rate: 12.00 Hr.
RE-ISSUE

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE:
 09/01/2006;11/28/06;01/01/07

JOB TITLE: Drill Instructor

DEPARTMENT: Juvenile Services/STAR

FLSA Status: Non-Exempt

HOURS: 7:30 am – 3:30 pm M-F

SALARY RANGE: \$12.00 - \$16.83

GRADE: 12/8

Under general supervision, is responsible for constant supervision and regimented physical activities of youth participating in the S. T. A. R. Program (Juvenile Boot Camp).

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Utilizes constant supervision of youth through active participation.
- Accurately documents incident/observation of youth participating in S.T.A.R. program direct regimented physical activities.
- Communicates child's health needs to appropriate persons. Performs First Aid/CPR on S.T.A.R. program participants in emergency situations.
- Establishes and maintains a harmonious professional working relationship with department personnel and professionals within the Juvenile Justice System and the school districts.
- Completes and submits accurate and timely reports to the S.T.A.R. Program Director. Maintains documentation as directed by the S.T.A.R. Program Director that will assure exercises and regimented drill activities are appropriate for the age and maturity level of participants.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Must have a high school diploma or (GED) equivalent.
- Experience as a military or boot camp drill instructor is preferred. Military or boot camp experience is required.
- Must be willing to take and pass a physical examination, be able to run a mile in under (10) minutes, and be able to perform all regimented physical exercises and drills that the program participants are expected to perform.
- Knowledge and skill in areas of regimented drill and physical exercise activities appropriate for juvenile age participants.
- Ability to work independently and efficiently, yet as part of a team. Ability to maintain effective working relationships with officials of school districts, governmental agencies and civic and social service organizations.
- Must be willing to work evenings or weekends as necessary to assure the S.T.A.R. program provides quality services.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months. Must obtain a valid Commercial Driver's License (CDL) Class B with passenger and airbrake endorsements within thirty (30) days of date of hire.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.