

JOB DESCRIPTION

Job Title: **Juvenile Training Officer**

Department: Line

Location: Camp Lewis

FLSA: Partial Exempt

Reports to: Program Manager

Application Deadline: Until position is filled

JOB SUMMARY

Responsible for the direct supervision, safety, and security of cadets in the program. Administers behavior program and daily schedule according to operations manual. Performs all required duties and record keeping and exhibits the professional demeanor expected of a Juvenile Training Officer.

DUTIES AND RESPONSIBILITIES

Security and Safety

The primary function of a Juvenile Training Officer is the security, safety, and well-being of the cadets in the program. In order to achieve this, the following must be adhered to:

- A. Physical Head Counts: All Cadets must be accounted for at all times. This will require knowing the location of those cadets for whom you are responsible and for reporting such information in the shift log.
- B. Security Checks: Make periodic security checks throughout your shift to ensure that all areas of the building are properly secured.
- C. Inspections: Perform at least one inspection of a cadet's area per shift in the presence of the cadet. Purpose of the inspection is to look for contraband, weapons, and unauthorized items and to inspect a cadet's area for compliance with barracks standards. Conducts search of cadets following visitation or trips off campus.

DUTIES AND RESPONSIBILITIES (cont'd)

(JTO)

Security and Safety (cont'd)

D. General Security: Conduct constant monitoring of your immediate area to detect any tools, equipment, toxic materials, etc. that need to be properly stored.

Record Keeping

Maintaining accurate and proper information in various forms and reports will be critical in terms of liability protection, accountability, and program effectiveness. It is therefore imperative that attention be given to providing accurate and complete information in all reports, forms, shift logs, etc.

Records to be kept include, but are not limited to intake packets, shift logs, incident reports, and cadet's progress reports.

Orientation of Cadets

Receive new cadets on a designated intake day and be responsible for supervising these cadets through the orientation period as well as the rest of the boot camp program. Be responsible for, but not be limited to:

- 1) issuing uniforms to cadets
- 2) issuing bed linens and personal hygiene items to cadets
- 3) instructing cadets on proper barracks standards as they relate to storage of clothing, hygiene items, appearance of the bed, proper wearing of uniforms, cleanliness of barracks, etc.
- 4) transporting cadets for haircuts
- 5) deliver cadets to the Counselor and Teacher for appropriate testing

Physical Fitness, Drill & Ceremony, and Alpine Tower

Juvenile Training Officers will be expected to maintain a level of physical fitness that will allow them to conduct a variety of physical agility exercises as well as complete the daily runs.

Be responsible for taking cadets through all stages of the Alpine Tower according to those procedures taught during staff training. Safety of all cadets is paramount in conducting exercises on the Tower and will be strictly enforced.

Be able to conduct drill & ceremony exercises per staff training and directions from the Program Manager.

DUTIES AND RESPONSIBILITIES (cont'd)

(JTO)

Survival Skills Camp/Wilderness Excursion

Be responsible for taking your cadets through a 3-day survival skills test at a location to be arranged by the Program Manager. Your role during this period will be as an observer and consultant and to become involved in the cadets' activity when equipment is being misused or the health and safety of the cadets is being jeopardized.

The purpose of this component is to test the cadets; ability to problem solve, organize and implement actions that will result in the construction of a camp site location of toilet/bath facilities, securing a proper and safe camp fire area, and conducting public service projects with minimum supervision.

Your involvement will be to provide instruction when the safety of the cadets is jeopardized or when equipment is misused. You will also assist the cadet squad leader in coordinating and organizing the squad in conducting public service projects in the area.

Demeanor

Due to the nature of this program, it is vital that each Juvenile Training Officer maintains a professional attitude. This will involve having control of your emotions at all times, working your shift in a proper uniform, and working in a positive, cooperative manner with fellow staff members. At no time will a Juvenile Training Officer curse or use profane language when addressing cadets or fellow staff nor will abusive, or demeaning language be tolerated.

DUTIES AND RESPONSIBILITIES (cont'd)

(JTO)

Community Service Projects/Coosa Valley Tree Farm

Transport to, and supervise at, various community service projects according to schedule provided. Assist cadets in working together and with other community volunteers on projects in the community and on the tree farm. Maintain supervision of cadets at all times to ensure proper use of equipment. Teach cadets appropriate way to complete tasks, and maintain a positive attitude concerning teamwork to get the job done.

Other Duties

Assist Program Manager with training and evaluating new employees and from time to time tour guests through the program. Assist in sick calls, transporting cadets when necessary and other duties as assigned by the Program Manager. Share on-call duties as assigned by the Program Manager.

QUALIFICATIONS

Knowledge, Skills, and Abilities

Have working knowledge of operations manual, cadet's rulebook, and personnel policies. Successfully complete Alpine Tower training, the Rehabilitation Training Instructor's Course (full-time only), and a water safety course. Have a current certification in CPR and first aid by the American Red Cross. Have a working knowledge of Changing Directions and PIT. Have a working knowledge of basic counseling theories to perform individual and small group counseling sessions when needed. Have knowledge of suicide prevention and crisis intervention techniques. Be able to read, write, and communicate well enough to give and receive instructions.

Physical Characteristics

See well enough to read written material. Hear well enough to communicate on the phone and carry on a normal conversation. Speak well enough to give clear instructions to cadets. Maintain a level of physical fitness that allows for performance of basic agility exercises, completion of daily runs, demonstrate basic drill and ceremony exercises, and conduct all exercises on the Alpine Tower.

QUALIFICATIONS (cont'd)

(JTO)

Credentials

Be at least 21 years of age. Have a high school diploma or GED. Prefer college-level course work in Psychology, Sociology, Corrections, or a related field. Prefer some experience in outdoor camping techniques.

Special Requirements

Be able to work irregular hours. Have the ability to work at heights of 50 feet or more and effectively observe training to ensure safety and compliance with training objectives. Be able to attend training activities including staff meetings, a water safety course, CPR training, suicide and crisis intervention training. Possess a valid driver's license and be willing to drive as duties require. Must be insurable under agency's auto insurance carrier without an additional surcharge. Must meet and maintain Juvenile Training Officer dress and appearance standards.

