

# Boot Camp Job Posting

599 Cool Water Drive, Bastrop TX 78602

*An Equal Opportunity Employer*

<b>Title:</b>  Juvenile Boot Camp Drill Instructor	<b>Opening Date:</b>  October 24, 2018	<b>Closing Date:</b>  Open Until Filled	<b>Job #:</b>  18172
<b>Department:</b>  Cen-Tex Juvenile Probation	<b>Starting Salary:</b>  \$31,612.80 – \$33,612.80 Annual Salary	<b>Location:</b>  Bastrop, Texas	<b>Travel:</b>  N/A

## EXTERNAL/INTERNAL JOB POSTING

**Brief Job Description:** This position will work with male and female juvenile offenders in a boot-camp style setting. This position is responsible for providing care and control to juvenile offenders by supervising activities, instructing drills and physical training, controlling disorderly offenders, monitoring attendance, inspecting classrooms for contraband, and inspecting cadets' appearances. Will also monitor and evaluate juveniles' progress, assist in the administration of first aide and medications, enforce facility rules and regulations, and assist in all other components necessary in program design for treatment and rehabilitation in Juvenile Boot Camp Program. May be required to perform other duties as assigned by the Program Director and/or Bastrop Juvenile Boot Camp Juvenile Boot Camp Advisory Board.

**Knowledge, Skills, and Abilities:** Must be of good moral character, while possessing the knowledge and ability to lead and participate in physical training; to control offenders' movement within the facility; to restrain juveniles when required; and to ensure adherence to safety requirements. Must be skilled in the administration of First Aid and CPR, and possess the ability to administer medications when needed. Must be skilled in the proper use of English grammar, punctuation, and spelling; and be able to communicate effectively both orally and in writing. Must possess the ability to complete and update logs and forms, and to maintain the confidentiality of the program at all times.

**Minimum Qualifications:** Must be twenty-one (21) years of age or older; must possess a high school diploma or equivalent; no recent or extensive use of illegal substances; and must not have a felony criminal record. Military experience will be helpful.

**Physical Demands:** Includes frequent walking, standing, sitting, squatting, bending, and kneeling. Work activity will be both indoors and outdoors, including seasonal climate changes, with possible exposure to inclement weather.

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Bastrop Juvenile Boot Camp does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop Juvenile Boot Camp Job Application is required, and can be completed at: <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop Juvenile Boot Camp Applications, c/o HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop Juvenile Boot Camp may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop Juvenile Boot Camp.

Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>

## **Job Description**

**Job Title:** *Juvenile Boot Camp Drill Instructor*

**Department:** Juvenile Probation Boot Camp

**FSLA Status:** Non-Exempt

**Reports To:** Program Director

**SUMMARY:** Under the direct supervision of the Juvenile Probation Boot Camp Program Director, this position involves working with male and female juvenile offenders in a boot-camp style setting, while offering leadership, guidance and moral principles to at risk youth offenders. This position is responsible for providing care and control to juvenile offenders by supervising activities, instructing drills and physical training, controlling disorderly offenders, monitoring attendance, inspecting classrooms for contraband, and inspecting cadet's appearances. This position also assists the juvenile courts and the (4) four school districts in the community with holding the assigned at-risk youth offenders accountable for their delinquent behaviors.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Juvenile Probation Boot Camp Program Director

Exercises supervision of juvenile offenders

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Leads and participates in physical training drill exercises;
2. Controls disorderly offenders;
3. Supervises juveniles activities;
4. Inspects juveniles appearances;
5. Inspects classrooms for contraband;
6. Monitors juveniles attendance;
7. Controls juvenile offenders movement within the facility;
8. Restrains juveniles when required;
9. Ensures juveniles adherence to facility rules and safety requirements;
10. May administer First Aid, CPR, and various medications when needed;
11. Enforces rules established by the Boot Camp Advisory Board;
12. Ensures Department compliance with all federal, state and local laws as they pertain to juveniles;
13. Completes and updates logs and forms;
14. Analyzes data and prepares reports;
15. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public;
16. Maintains confidentiality and security of all Juvenile Probation Boot Camp information at all times;
17. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Regular attendance is an essential job requirement. Performs other job related duties as directed by supervisor(s).

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Drill Instructor Training;  
Leadership techniques;  
Safety requirements necessary in a controlled environment;  
Proper English usage, spelling, grammar and punctuation;  
Personal Computer skills;  
Standard office policies, procedures, and equipment;  
Applicable laws as related to the operation of the agency; Cen-Tex Juvenile Probation policies and procedures; Rules established by the Boot Camp Advisory Board.

**Ability to:**

Perform drill exercises as required by juvenile offenders;  
Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing; Understand and follow verbal and written instructions;  
Maintain good moral character;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;  
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 50 pounds; Frequent climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Prior military experience is preferred.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*