

The *Military Personnel Services Corporation (MPSC)* is seeking a qualified, trained and capable individual to serve as a Child and Youth Coordinator for part-time (25 hours a week) with the VI National Guard. The Child and Youth Coordinator position is designed to provide Child and Youth Programs for children of National Guard Families. The job includes curriculum and program development, and working with other agencies for the purpose of delivering the best possible youth program for the VI National Guard.

Major responsibilities include (not all inclusive):

- ~ Serve as the Child and Youth Coordinator for the VI National Guard
- ~ Assess the needs for Child and Youth Programs
- ~ Develop course curriculums as required
- ~ Assist in monitoring the implementation of all Child and Youth Training
- ~ Assist in teaching and/or supervising all Child and Youth Training
- ~ Establish relationship with other agencies that work with Youth Programs
- ~ Implement Child and Youth Programs
- ~ Ensure all Child and Youth Programs are properly supervised by personnel with appropriate background checks
- ~ Maintain and prepare reports as required by the government and the contractor
- ~ Maintain and update directory of resources
- ~ Use government equipment for official performance of your duties

Qualified candidates must have:

- ~ Knowledge, experience, and skills in the areas of military personnel and Family Programs. Demonstrated working knowledge of military wellbeing programs, family programs and deployment cycle support.
- ~ Knowledge of the structure and operations of the Army National Guard
- ~ Exceptional customer service – good oral and written communication skills
- ~ Proficiently read, write and understand the English language
- ~ A valid state driver's license
- ~ Proficiency in Microsoft Word, Excel, Power Point and Database use experience

MPSC offers a competitive benefits program which includes: 10 paid vacation days, 10 paid holidays, 10 paid sick days, 401K (w/3% company match), \$50K Life Insurance Policy (no charge to you)

Location: St. Croix

Salary: \$19- \$23 an hour

Deadline for application is **14 July 2010**. Send **electronic resumes in Microsoft Word** to: **Sandy Hintz at shintz@mpscrc.com**.