



1 Aug 2024

Job Title:	Youth Programs Director	American Legion Law Enforcement Career Academy (ALLECA)
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General Summary:

The Mission of the ALLECA program and staff is: To prepare young men and women for a career in law enforcement and the military through rigorous physical training and challenges, coupled with elementary training in various topics encountered in both career fields. To instill the importance of Integrity, Teamwork and Selflessness through lectures and physical challenges.

American Legion believes that our young people have a strong sense of patriotism and a high regard for law and order. The objective of the ALLECA is to provide a firsthand look at the role of a police officer in promoting and safeguarding America’s freedom and rights. As only one of 21 such programs in the Country, it is the belief of the Department of Arizona that the young men and women who take part in the ALLECA program will develop favorable attitudes toward law enforcement and will spread those attitudes throughout their communities and among their peers. The ALLECA program is not a “boot camp” or a camp for problem or incorrigible, unmanageable teens.

THE PROGRAM could be described as a one-week mini police academy. Sessions are planned annually during summer vacation. Discipline is strict with vigorous physical training, running, and calisthenics included. Training begins at 5:00 a.m. and concludes at 10:00 p.m. each day after which, clothes will be washed, and dormitories cleaned. Obstacle courses and defensive tactics are planned. Various government and criminal justice officials will be guest speakers. Basic instruction will be by certified police officers from various Arizona police agencies.

Essential Functions:

- a. Current member of the American Legion in good standing. Must have attended the current American Legion Basic Training and Legion College programs.
- b. No criminal history of any kind, required to pass criminal history background check by AZ DPS.
- c. Experienced Law Enforcement employment, current or retired.

- d. Ability to represent ALLECA and The American Legion professionally and honorably.
- e. Serves as staff liaison, is responsible for supporting the planning and growth, and executing administration of the National Americanism Commission's Youth Cadet Law Enforcement (YCLE) youth program.
- f. Must possess skills in public speaking, computer and software, financial administrative, understanding, resourceful and a team player.
- g. ALLECA is derived from a partnership between American Legion Department of Arizona and Arizona Department of Public Safety which started in 1981. The ALLECA Director and DPS Captain Diana Mondragon share equal responsibilities as the executive senior staff in charge of the program's entirety. A strong working relationship is in place which is the key to the programs continued success.
- h. ALLECA Director has the responsibility to; ensure financial success to support the programs budget and operational necessities, promotion and communication for recruitment, liaison between American Legion (both local and National) and ALLECA, securing Camp Contract and Liability Insurance coverage, graduation coordination and tasks, secure records keeping and storage for financial accounts and documents, staff and cadet uniform inventory and ordering, weapons safe and secure storage and inventory, equipment trailer maintenance, licensing, insurance and storage.

REPORTING RELATIONSHIP (reports directly to): Director of Americanism Commission

MINIMUM SKILLS ENCOURAGED FOR ESSENTIAL FUNCTIONS:

Education/Technical Knowledge:

A Two or Four-year college degree or knowledge of specialized principles or techniques equivalent to those that would normally be obtained through a formal four-year college/university academic program; or in-depth specialized training directly related to the type of work to be performed.

Additional Skills Encouraged:

1. Experience as a law enforcement or public safety officer given strong consideration.
2. Eligibility for membership in The American Legion is highly desirable but not required.
3. Two year's experience in administrative work with a nonprofit organization; five years experience in "grass roots" volunteer program work.
4. Excellent public speaking, writing and managerial skills.
5. Proficiency in computer use to include: Microsoft Office: Word, Excel, Access, PowerPoint, Outlook, AS400, Internet Explorer, financial software, and social media.
6. Ability to travel extensively, by air and other means.
7. Knowledge of the programs and the policies of The American Legion.

Experience:

3 years to 5 years

Supervision of Others:

The position is responsible for recommendations in the areas of compensation, staff selection, disciplinary action, complaints, employee performance appraisal and similar supervisory duties for a work unit. Plans, assigns and evaluates the work of subordinates while performing limited technical work not related to supervision. Supervises one or more functional supervisors.

OTHER JOB RELATED FACTORS:**Problem Solving:**

Involves the investigation and analysis of information readily available, interpreting data, planning ahead in the complete layout of work for others.

Impact of Decisions:

Work involves opportunities for judgmental errors which would result in added costs or reduced efficiency within and between major portions until corrected – usually requires longer time.

Internal and Public Contacts:

Outside organization which could affect the prestige of the organization and would involve influencing various citizens, and the community.

Physical Factors and Working Conditions:

Physical demands of the job require the ability to do conference/meeting set-up that includes room arrangement, AV preparation and use, and distribution of materials (lifting). The employee is regularly required to talk and hear. Specific vision abilities required by this job include vision, distance vision; color vision, peripheral vision, depth perception and ability to adjust focus, either corrected or uncorrected. Working conditions are within a well-lighted air-conditioned office environment. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands of the job.

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