

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-011 ***AMENDED**

LOCATION OF POSITION: Child and Youth Programs, Whiting Field CDC, Whiting Field Naval Air Station, Milton, FL.

OPENING DATE: 01/11/16

CLOSING DATE: Open Continuous

POSITION: Child and Youth Program Assistant/CYP-1702-01/02

SALARY: Entry Level @ **\$11.30/PH** ~ Intermediate Level @ **\$12.33/PH** ~ Assistant Level @ **\$13.85/PH**

EMPLOYMENT CATEGORY: Flexible (May be scheduled to work up to 40 hours weekly. May be required to work some evening and/or rotating weekend shifts and holidays. No group benefits included.)

AREA OF CONSIDERATION: Applications will be accepted from all sources.

DUTIES The purpose of the CY Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. **Entry Level:** Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.). Assists with developing a list of needed supplies and equipment for submission to the supervisor. Helps establish a program environment that promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Performs other related duties as assigned. **Intermediate Level:** Assists in planning and coordinating activities for program participants, including group as well as individual activities. Implements daily schedules and activity plans to ensure age and/or stage appropriateness. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Assists children and youth with special projects and homework. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools. **Assistant Level:** Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by the entry level and intermediate level Educational Aids (CY Program Assistants), CY-1702-I. Ensures that program plans and activities incorporate the observed needs of individual children and youth. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Cares for children and youth with special needs as directed by the supervisor. Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities. Role models developmentally appropriate

practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

QUALIFICATIONS: **Entry Level:** Ability to communicate effectively in English, both orally and in writing. Ability to follow verbal and written instructions. Ability to complete all DoN training requirements within the specified time frames, including orientation, initial, Standardized Module Training, and ongoing training requirements. Ability to promote and foster effective working relationships with children and youth and coworkers. Ability to work cooperatively as a member of a team. In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred. **Intermediate Level:** Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development. Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth. Ability to interpret a curriculum or activity plan and follow written instructions. Ability to plan and organize work. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to promote and foster effective working relationships with children and youth and coworkers. Ability to work cooperatively as a member of a team. In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. DoDI 1400.25-v14-5 requires completion of prerequisite training and education before advancing to the next level with or between paybands. In accordance with the CYP Pay band incumbents must: Have six (6) months experience working with children or youth in a child or youth setting. AND Have completed child abuse modules and modules 1, 2, and 10 of the DoN Standardized Module Training. **Assistant Level:** Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information. In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. The Military Child Care Act requires national accreditation of CY programs. Minimum education requirements are required by the accrediting body DoDI 1400.25-v14-5 requires completion of prerequisite training and education before advancing to the next level with or between paybands. In accordance with DoD, accrediting body, and CY Payband requirements incumbents must have: Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth. **OR** A Child Development Associate (CDA) credential or Military School-Age (MSA) credential. **OR** 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate.

PHYSICAL DEMANDS: The work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classrooms or activity areas, and no special, physical demands are made upon the incumbent.

WORK ENVIRONMENT: Involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child care, school-age and youth activities, programs, and services, such as exposure to disease and injuries from lifting. Normal fire and safety precautions must be adhered to. Activities are conducted in a building or outside and are suitable for CY programs. The work area is adequately lighted, heated, and ventilated. The incumbent may be required to work an uncommon tour of duty to include evening and weekend work.

SELECTING OFFICIALS RESERVE THE RIGHT TO OFFER SELECTEES POSITION LEVELS BASED ON TRAINING AND EXPERIENCE

NOTE: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

We are an E-Verify participant.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

TO SUBMIT BY MAIL : MWR NAF Personnel Office,
150 Hase Rd. Bldg. 3249,
NAS Pensacola, FL 32508 **OR...**

FAX: (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website:** www.navywmwrpensacola.com. The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

SPOUSE PREFERENCE: If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

VETERAN PREFERENCE: If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

ACTIVE DUTY MILITARY: Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

TRANSITION HIRING PREFERENCE: If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**
