

# US NAF Positions



# CHILD/YOUTH WORKERS

\$11.20 - \$11.88 - \$12.60 per hour

Location: CDC – Youth/Teen Centers – Tween Center

Official Position Title: Child and Youth Program Assistant,  
CY-1702-01/CY-1702-02

Announcement #: NUS-12-007

Opening Date: 05 Jan 12

Closing Date: Open Continuous

Department of the Navy  
Morale, Welfare and Recreation Department  
U.S. Naval Air Station Sigonella  
FPO AE 09627 BLDG. 202  
Phone: 095-56-0509 DSN 624-0509

## Notes:

1. There are several flexible positions that may be filled at the higher or lower level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting qualification requirements.
2. In order to meet conditions of employment, selected candidates will be required to satisfactorily complete **background checks**, to favorably pass a **drug testing** and a pre-employment **physical examination**, to provide evidence of **immunization** and be free from communicable disease.
3. Incumbent must be able to complete all training requirements, including orientation, monthly, annual and the approved Department of the Navy (DoN) Standardized Module Training within the specified timeframes.
4. If selected, civilian personnel must provide this office with official/no-fee passport, official orders/ command-sponsorship authorization, and sojourner's permit/application letter.
5. If selected, military personnel must provide this office with written authorization from their command to work during off-duty hours.
6. Work requires considerable walking, standing, bending, stooping and lifting up to 25 pounds (occasionally lifting up to 40 pounds) and may require to drive a motor vehicle (**Attach copy of a valid driver's license to your application**).
7. Applications will be valid for consideration for three (3) months from the date of receipt. If you still wish to be considered after this time, please notify the MWR Personnel Office.

**How to Apply:** Applicants must submit: (1) Application form (OF 612 or Résumé) containing required information listed on the reverse side of this announcement; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. Veterans must also submit copy of DD-214 (and SF-15 if claiming 10-point preference).

**Area of Consideration:** **U.S. citizens** in the commuting area who are authorized sponsors or command-sponsored dependents of civilian and military personnel.

**Description of Duties:** Provides appropriate developmental care and instruction for children and youth ranging in age from six weeks to eighteen years in a Child and Youth Program setting. The following tasks are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions. Develops schedules and activity plans. 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's or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. May help arrange for and serve appropriate snacks or meals. Interacts with children and youth using approved child and youth development techniques. Maintains control of and accounts for whereabouts and safety of children and youth. Supervises children and youth during daily schedules 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. Provides parents with daily verbal or written feedback about their child/youth or program activities. Participates in conferences with parents and employees. Participates in program evaluation as required. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Performs other related duties as assigned.

**Qualification Requirements:**

- **Applicants must be able to speak, read, and write English.**
- **Must be at least 18 years of age and possess a high school diploma or equivalent.**

**ENTRY LEVEL (CY-I):** At this level no prior work experience is required, although prior experience working with children and/or youth is preferred.

**INTERMEDIATE LEVEL (CY-I):** Six (6) months experience working with children or youth in a child or youth setting **AND** completion of child abuse modules and modules 1-3 of the DoN Standardized Module Training.

**TARGET LEVEL (CY-II):** One (1) year of experience working with children or youth in a child or youth setting **AND** completion of DoN Standardized Module Training Modules **OR** a Child Development Associate (CDA) credential or Military School-Age (MSA) credential or a 2-year degree in a related field.

If hired at the target position based on education, the incumbent must complete the Navy module program within eighteen (18) months.

**To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.**

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The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.