

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO. 12-050**

**POSITION TITLE: CHILD & YOUTH PROGRAM LEADER, CY-1702-II**

**SALARY: \$13.14 - \$14.90 Per Hour**

**EMPLOYMENT CATEGORY: Regular Full Time (40 hours per week)**

**LOCATION: COMMANDER, NAVY REGION EUROPE, FLEET & FAMILY  
READINESS PROGRAM, CHILD AND YOUTH PROGRAM,  
BAHRAIN**

**AREA OF CONSIDERATION: Local commuting area, current permanent U.S. Citizen NAF/APPR employees; U.S. citizen spouses of active duty military members; U.S. citizen family members of active duty military members.**

**OPENING DATE: 31 January 2012**  
**FIRST CUT OFF DATE: 14 February 2012**  
**CLOSING DATE: Open until filled**

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The purpose of the CY Program Leader (CYP) is to provide appropriate development care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. This includes the provision of guidance, assistance, and mentoring for the CY Program Assistants.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of the CYP leader have been grouped into categories, including mentor, curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Serves as a mentor for assigned CY Program Assistant Team. Works with senior employees to provide instructions and training to lower-level employees. Assists the Training and Curriculum (T&C) Specialist in helping lower-level CY Program assistants translate professional development training into practice by mentoring, guiding and role modeling. Models appropriate behaviors for working with children and youth. Provides suggestions and makes recommendations to credential practicum candidates. Assists the T & C Specialist with recording observations and charts progress of team members' on-the-job skills. Interacts with children and youth using approved child guidance and youth development techniques. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent. Completes all training requirements, including orientation, monthly, annual, and the approved Department of Navy (DoN) Standardized Module Training.

Qualification Requirements:

Knowledge, skills and abilities requires by the position:

-A child Development Associate (CDA) CREDENTIAL OR Military School-Age (MSA) credential AND completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth

OR

-A minimum of a 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.

1. Must be at least 18 years of age and possess a high school diploma or Equivalent and the following:
2. Ability to favorably pass a pre-employment physical and be able to lift up to 40 pounds.
3. Ability to satisfactorily complete local background checks to include a National Agency check
4. Must be able to complete all DoN training requirements within the specified timeframes including orientation, initial. Standardized Modules Training and ongoing requirements.
5. Must be able to obtain a valid driver's license.
6. Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
7. Speak, read and write English and possess strong interpersonal skills.

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

**HOW TO APPLY:** Applicants must submit their resume OR, an [OF-612 \(Optional Application for Federal Employment\)](#) with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation, [Preference Entitlement Survey](#) . A signed copy of the [Military Spousal Preference Form](#) if applicable. A copy of your sponsor's PCS orders plus certification of an official U.S. government no fee passport or type of passport you possess, for receipt by the cutoff date. The applications may be faxed to 011-39-081-568-4020 or emailed to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil). Any questions should be directed to Filomena De Stefano 011-39-081-568-5612.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of 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.

The department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail them to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.