

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

ANNOUNCEMENT NO. 12-125

POSITION TITLE: Ed Tech (Youth Sports Coordinator), NF-1702-03

SALARY: \$27,000 - \$33,000 per year

LOCATION: NAVAL SUPPORT ACTIVITY, 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: 03 July 2012

1st CUT OFF DATE: 17 July 2012 and subsequent cut-off every 14 days

CLOSING DATE: 03 September 2012

INTRODUCTION: This position is a Youth Sports Coordinator. The purpose of the position is to plan, organize and provide a supervised youth sports program for youth ages 3-18 that meets the interests and needs of all children and youth.

MAJOR DUTIES AND RESPONSIBILITIES: Develops a plan for and implements youth fitness and sports activities based on the express and observed needs to interests of dependent children and youth of DoD military personnel living on and off the installation. Provides individual and group fitness and sports programs to include activities such as running, aerobic classes, tennis, golf, team sports clinics, leagues and tournaments. Recruits and conducts training seminars for coaches and officials as needed. Ensures space is available and adequate to meet all programming needs. Prepares the facility or outdoor space for scheduled activities and ensures all safety requirements are met prior to use of the area. Establishes a program environment that sustains participant interest and promotes positive interactions between children, youth and adults. Ensures appropriate sportman-like conduct is modeled by employees, volunteer coaches and other adult participants (i.e., team parents and referees). Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Supervises fitness and sports activities and enforces rules and regulations concerning dress, conduct, and equipment game rules.

QUALIFICATIONS REQUIREMENTS:

Knowledge, Skills and Abilities listed below:

Incumbent must have one of the following:

- Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth procession. OR
- A 2 year degree in Youth development, child development or a related field, which can include Recreation, Youth Recreation, Physical Education, elementary Education, Secondary Education, early childhood Education, Psychology, Social Work, Home

economics with an emphasis in home development, or order degrees as appropriate AND 2 years of full-time experience working with children and/or youth. OR

--A four year degree or higher in these areas AND 1 year of full time experience working and/or youth.

-- Minimum of 2 year degree is preferred.

1. Knowledge of a variety of fitness and sports activities for children and youth and the principles of National Association for Youth Sports (NAYS).
2. Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
3. Ability to lead, supervise, and interact with youth and teens.
4. Possess maturity and judgment and be capable of handling emergency situations common to youth activities.

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 011-39-081-568-8151 or emailed to 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. 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.