

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

**ANNOUNCEMENT NO. 12-141**

**POSITION TITLE: TRAINING & CURRICULUM SPECIALIST, NF-1701-04**

**SALARY: \$35,500 - \$42,500 per year**

**EMPLOYMENT CATEGORY: Regular Full Time**

**LOCATION: Manama, 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: 26 July 2012**  
**FIRST CUT OFF DATE: 09 August 2012** and subsequent cut-off every 14 days  
**CLOSING DATE: 26 September 2012**

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**INTRODUCTION:** The purpose of the Child and Youth Program (CYP) Training Specialist position is to provide and deliver a comprehensive training program to CYP employees that supports the professional requirements of their positions and to assist with the implementation of a developmentally appropriate program that fosters the physical, social, emotional, cognitive and language development of children and youth, ages 6 weeks to 18 years. A comprehensive CYP training program directly correlates to the quality of child and youth programs provided.

**DUTIES AND RESPONSIBILITIES:** Responsible for providing training to CYP employees and CDH providers based on needs of the CYP. Operates independently with minimum supervision toward the overall objectives of the programs. Utilizes child and youth development and training expertise to role model, mentor, coordinate and provides training, observe for successful implementation of training, assess development of children and youth by direct observation, and provides services that lead to obtaining and/or maintaining accreditation by National Association for the Education of Young Children (NAEYC), National After School Association (NAA) or National Association for Family Child Care (NAFCC) and to provide services in support of the implementation of the Boys and Girls Club (BGCA) curriculum. Orients new employees to the whole CYP system and provides them with basic information that can be applied in all settings. Works with CYP Directors to establish training plans and schedules for employee and provider training. Arranges for total CYP training opportunities, including training of management, administration, food service, and direct staff. Ensures that the required Navy curriculum is implemented within each CYP (i.e., supports implementation and execution of the Navy standardized curriculum within the Child Development Center (CDC), including assisting CY Program Assistants and Leaders by documenting observations and assessments, evaluating classroom environments, reviewing weekly activity plans, and providing additional training when needed). Coordinates programming that supports the children and youth's physical, social, emotional, cognitive and language development regardless of setting or length of time in care. Ensures the quality and consistency of developmental programming to include the environment, equipment, materials, program structure, curriculum, risk management practices,

and oversight and coordination of activity schedules and lesson plans. • In the absence of the CYP Director, incumbent may assume the responsibilities of the CYP Director and perform duties and requirements of the position. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Completes all Department of Navy (DoN) training requirements.

**QUALIFICATION REQUIREMENTS: Must have one of the following:**

A 4-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 Human Development, **or** other degrees as appropriate **AND** 3 years of full-time experience working with children and/or youth. **–OR–** A Master’s degree in the related field of study **AND** minimum of 1 year professional experience working with children. **–OR–** A combination of education and experience – courses equivalent to a major in a field (*24 hours*) appropriate to the position (*see above*), plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above. **MUST PROVIDE COPIES OF COLLEGE OR UNIVERSITY TRANSCRIPTS to be considered.**

Practical experience in which the incumbent demonstrates an ability to independently manage a developmentally appropriate program for the age groups served. Demonstrates knowledge and background of child and youth programs including principles, practices and techniques of child and youth development. Possesses maturity and judgment and be capable of handling emergency situations. Supervisory knowledge and skills necessary to provide guidance and leadership to employees and providers. Experience planning and conducting training workshops. Possess skill in applying both Federal and State Laws governing the prevention of child abuse and/or neglect. Possess a thorough understanding of the interest and motivation of individuals and groups as well as the process of planning, organizing, and implementing a variety of programs. Speak, read and write English and possess strong interpersonal communication skills necessary to relate to children, youth and adults from varied backgrounds. Knowledge of the NAEYC, NAA and NAFCC accreditation criteria and process, the required programs of the BGCA, and the skills and knowledge to implement the Department of Defense (DoD) certification standards. Possess a driver’s license. Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. *Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).* **Must have a valid driver’s license.**

**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 011-39-081-568-8014 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 011-390981-568-5612 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.