



CYP Teen & Sports Coordinator

Announcement # JB-12-059

Salary: \$19.15 - \$21.15 PH Series/Grade: NF 1702 03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Youth Center – JBAB

OPENED: 11 September 2012
1ST CUT OFF: 25 September 2012
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

REGULAR FULL-TIME (35 – 40 HRS/WEEK, BENEFITS OFFERED)

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>) To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 **OR email to naf.jbab.fct@navy.mil** A *résumé* may be included with the required forms, but **NOT** in place of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the CYP Coordinator (Teen, Sports or Both) can be grouped into categories including programming, indoor/outdoor environment, interactions and relationships, supervision of children and youth, outreach, and compliance.

Programming – Develops daily activity plans for the teen recreation program (ages 13-18) to include structured activities such as art, social games, music, drama, technology, and special projects that are inclusive of dependent youth of Department of Defense (DoD) military personnel living on and off the installation. Develops and offers programs related to the core program areas presented in the OPNAV and implements programs required by the Department of Navy (DoN) such as Boys and Girls Club of America (BGCA) or 4H required programs. Develops a plan for and implements CYP fitness and sports activities based on the expressed and observed needs and 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, sports clinics, leagues and tournaments. Recruits and conducts training seminars for coaches and officials as needed. Collects information regarding actual and potential participant interests and needs and makes recommendations for improvement. Maintains appropriate records and reports of participation, payments, and permission slips.

Indoor/Outdoor Environment – Prepares the facility or outdoor space for scheduled activities and ensures all safety requirements are met prior to use of the area. Secures the necessary supplies and equipment to support the programs and activities offered and ensures that all equipment and supplies are age-appropriate and in good condition. Maintains control of indoor and outdoor equipment, games and supplies used for teen, fitness and sports programs. Inventories supplies and equipment on a recurring basis and recommends replenishing those that are damaged, missing or depleted.

Interactions and Relationships – Establishes a program environment that sustains participant interest and promotes positive interactions between children, youth and adults. Ensures appropriate sportsman-like conduct is modeled by CYP employees, volunteer coaches and other adult participants (i.e., team parents and referees). Uses appropriate child and youth guidance techniques that encourages positive social interactions promotes conflict resolution, and develops self-control, self-motivation and self-esteem. Interacts professionally with employees, parents, volunteers and local installation command personnel. Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

Supervision of Children and Youth – Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Supervises teen, fitness and sports activities and enforces rules and regulations concerning dress, conduct and equipment and game rules.

Outreach – Publicizes upcoming teen, fitness and sports events and activities and ensures that opportunities offered in the community are communicated and shared with families. Assists in the development of a youth sponsorship program to identify and integrate dependent youth of DoD military personnel who are new to the installation to include outreach, newcomer orientation, and peer-to-peer opportunities.

Compliance – Ensures compliance to all fire, safety and security rules and regulations. Ensures compliance with law, policies, and regulations applicable to DoD CY programs. Ensures the principles, administration, rules and regulations of the fitness and sports program are consistent with those of the National Association for Youth Sports (NAYS) or other recognized organizations.

In the absence of the Youth Director, the incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight. Assists in preparation of grant applications for additional funding. Services as 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 DoN training requirements. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

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 profession.

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 Human Development, or other 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 with children and/or youth.

Incumbent must have the ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills. Ability to lead, supervise, and interact with youth and teens. Possess maturity and judgment and be capable of handling emergency situations common to youth activities. Experience working with military families and an understanding of military lifestyles is preferred. Ability to safeguard and account for monies and equipment. Must possess a driver's license, and have the ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Ability to satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI). Knowledge of fitness and sports activities.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

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 of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office 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.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>