

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

ANNOUNCEMENT NO.: 16-263

POSITION TITLE: EDUCATION TECHNICIAN (LEADER), CY-1701-02

SALARY: \$16.25 per hour plus Post Allowance

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

LOCATION: Commander, Navy Region Europe, Fleet and Family Readiness Program
Child and Youth Programs, **School Age Care**, Naples, Italy.

AREA OF CONSIDERATION: Local commuting area, current permanent U.S. Citizen NAF/APF employees; U.S. citizen spouses of active duty military members; U.S. citizen family members of active duty military members and DoD civilians dependents.

Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

OPENING DATE: August 12, 2016

CLOSING DATE: August 26, 2016

INTRODUCTION

The purpose of the Child & Youth (CY) Program Leader 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.

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.

QUALIFICATIONS & REQUIREMENTS

Completion of DoN Standardized Module Training and 12 months experience at the CY II level; **OR**

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 Youth Development, Child Development or related field of study, 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.

Note: To receive credit for education above high school or training, you **MUST** provide copies of transcripts, certificates, or other acceptable evidence with your resume/application.

Must be able to speak, read and write English.

Must be at least 18 years of age.

Must possess a high school diploma or equivalent.

Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 6 weeks to 18 years of age

Knowledge of child and youth development principles, practices, and techniques.

Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.

Skill in understanding interests and motivation of individuals and groups in a CYP environment.

Skill in program planning, organizing, and employee scheduling.

Skills to provide leadership, mentoring, and guidance to CY Program

Ability to identify and respond to emergency situations.

Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.

Ability to develop curriculum outlines and lesson plans/guides.

Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills.

Must favorably pass a pre-employment physical and be able to lift up to 40 pounds. Selectee will be subject to special inoculation and immunization requirements as a condition of employment for working with children. Selectee will be required to obtain appropriate immunizations against communicable diseases in accordance with recommendation from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must successfully complete a pre-employment drug test. A tentative offer of employment will be rescinded if the applicant fails to report to the scheduled drug test appointment. Employees of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

BENEFITS

A comprehensive benefits package is available

HOW TO APPLY: Send resume and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil, by fax to 011-39-081-568-8014. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Completed resume package must be received by 11:59pm Local time on closing date. Please direct inquiries to: NAFPersonnel@eu.navy.mil

REQUIRED DOCUMENTS:

*All applicants **must** provide the following documents. Failure to provide the vacancy announcement number and all the documentation required in the vacancy announcement may result in non-consideration.*

- Resume
- Copy of most recent SF-50/PAR (or equivalent) if current or former NAF/APF employee.
- A legible photocopy of your **sojourn permit, OR** a copy of your receipt of application if you have just applied for it
- A copy of your **sponsor's PCS orders**
- A copy of your **official/no-fee passport**, showing your picture, passport number and expiration date page, and your visa-stamped page
- [Declaration of Federal Employment, OF-306](#).
- [Preference Entitlement Survey](#).
- [Military Spouse Preference \(MSP\) Program](#)
- Proof of education (transcripts/copy of degree), if applicable.
- Proof of certifications/certificates, if applicable.
- Veterans: DD-214, Certificate of Release or Discharge from Active Duty

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants may be required to submit proof of education, medical screening, drug testing, etc. All selections are contingent upon satisfactory employment reference checks. Employment is subject to successful National Agency Background Check.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodations should call 011-39-081-568-5612 or email their request to NAFPersonnel@eu.navy.mil to ensure proper consideration is given. The decision to grant an accommodation will be made on a case-by-case basis.