



Commander Navy Region
Europe, Africa, and Southwest Asia
NAF Human Resources
PSC 817 BOX 108
FPO, AE 09622-0108

VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 17-049
POSITION TITLE Education Aid/Technician, CY-1702-I/II
SALARY \$11.48 - \$12.94 - \$14.52 per hour
plus Post Allowance
EMPLOYMENT CATEGORY Regular Full-Time
LOCATION Commander, Navy Region Europe; Fleet and Family
Readiness Program; Morale, Welfare & Recreation (MWR);
Child and Youth Programs (CDC Capo & Support Site, School
Age Care (SAC), Teen Center and Youth Sports); Naval
Support Activity Naples, Italy
**AREA OF
CONSIDERATION** Local U.S. Citizens that are 1) Current permanent NAF/APF
employees; or 2) Spouses of active duty military members; or
3) Family members of active duty military member; or 4)
Family members of DoD civilians.
OPENING DATE 12 October 2016
CLOSING DATE Open Until Filled

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.

INTRODUCTION: The purpose of this position is to provide appropriate developmental care and instruction for children and youth in one or more CY programs. This position is expected to work with the Child Development Center (CDC) or Youth Director with minimum supervision toward the overall objectives of administering the CDC or School Age Care (SAC) program ensuring effectiveness, compatibility with other programs, and compliance with requirements.

MAJOR DUTIES AND RESPONSIBILITIES: The duties of this position are developmental in nature and designed to provide experience to qualify for higher level positions leading to the full performance position. The incumbent works under close direction of supervisor or other higher qualified higher graded employee and performs the more routine child care tasks, following step-by-step instructions. Little or no previous training or experience is required. Work is reviewed in detail, while in progress and upon completion, to ensure and assess trainee's progress and to evaluate attainment of training objectives and readiness for further training. Training will be of a progressively more responsible and specialized nature associated with the child care and development operations. These duties are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions.

Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange

for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.). Assists with developing a list of needed supplies and equipment for submission to the supervisor. Helps establish a program environment that promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisor. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Interacts professionally with employees, parents, and local installation command personnel. Participates in program evaluation as required. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must be able to speak, read and write English.

Must be at least 18 years of age and possess a high school diploma or equivalent.

Entry Level (CY-1702-01)

At this level, high school diploma or equivalent is required. Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

Six (6) months of full-time experience working with children or youth in a child or youth setting AND completion of child abuse modules and modules 1, 2, and 10 of the Department of the Navy (DoN) Standardized Module Training.

Target Level (CY-1702-02)

Twelve (12) months of full-time experience working with children or youth in a child or youth setting AND completion of DoN Standardized Module Training; OR Child Development Associate (CDA) credential; OR Military School-Age (MSA) credential; OR 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.

CONDITIONS OF EMPLOYMENT: Incumbent must satisfactorily complete all background checks for federal childcare positions, including a National Agency Check with Inquiries (NACI), criminal history checks to include fingerprints and installation record checks.

Incumbent will be automatically disqualified for a conviction (either civilian or military to include any general, special or summary court-martial or non-judicial punishment) for a sexual offense, a felony drug offense, or any criminal offense involving a child victim. Automatic disqualification also applies if the incumbent has been found negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

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. Incumbents 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.

All selections are contingent upon satisfactory employment reference checks.

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. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement will result in non-consideration. All qualifications must be met by the closing date of this announcement and clearly documented in the resume.

Completed resume package must be received by 11:59pm Local Time on the closing date. If more than one resume is received, only the last resume received will be reviewed. Please direct inquiries to: NAFPersonnel@eu.navy.mil.

REQUIRED DOCUMENTS: All applicants must provide the following:

- Resume
- Proof of education (transcripts)
- [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- A complete and legible copy of U.S. Government no-fee passport
- Copy of Sojourner's Permit (or receipt of application)
- [Overseas Residency Questionnaire](#)

If applicable, also provide the following:

- [Military Spouse Preference Program](#)
- Copy of most recent SF-50/PAR (or equivalent), if current or former NAF/APF employee
- DD-214, Certificate of Release of Discharge from Active Duty, if applicable

OTHER INFORMATION: 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 (DON) 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, genetic information or any other non-merit factor. The DON 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 their request to NAFPersonnel@eu.navy.mil to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.