

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

**\*\*\*AMENDMENT\*\*\* \*\*\*AMENDMENT\*\*\* \*\*\*AMENDMENT\*\*\***

**ANNOUNCEMENT NUMBER: 16-030R**

**MULTIPLE POSITIONS**

**OPENING DATE: 12 FEB 2016**

**CLOSING DATE: OPEN UNTIL FILLED**

**POSITION TITLE: EDUCATION AID/TECHNICIAN, CY-1702 -I /II**

**SALARY: \$11.48 - \$12.94 -\$14.52 PER HOUR**

**WORK SCHEDULE: FLEXIBLE FULL TIME (21-39 hrs per week)**

**LOCATION:** U.S. NAVAL SUPPORT ACTIVITY, MORALE, WELFARE AND RECREATION DEPT, CHILD & YOUTH PROGRAM DIVISION, NAPLES, ITALY.

**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 and DoD civilian dependents and Active duty military members.

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**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.

**DUTIES AND RESPONSIBILITIES**

Provides appropriate developmental care and instruction for children and youth ranging in age from six weeks to eighteen years in a child and youth program setting. Tasks are performed to increase knowledge of child care duties and responsibility, and to develop skills for advancing to the higher-level positions. Responsibilities may include, but are not limited to: developing schedules and activity plans; implementing activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth; incorporating special instructions provided by parents, such as special dietary needs or physical needs, or other information that may affect the child's or youth's experience in the program; preparing and implementing program options for children and youth with special requirements; role modeling developmentally appropriate practices and classroom or activity area management techniques; promoting and modeling safety, fitness, health, and nutrition practices; helping prepare, arrange and maintain indoor and outdoor activity areas and materials; setting up displays and bulletin boards; inventorying equipment on a recurring basis and recommending replacement of damages, missing and depleted supplies; helping arrange for and serve appropriate snacks or meals; interacting with children and youth using approved child and youth development techniques; maintaining control of and accounting for the whereabouts and safety of children and youth; supervising children and youth during daily schedules of indoor and outdoor activities and on field trips, outings, and special events; observing program participants for signs that may indicate illness, abuse, or neglect and reporting as directed; providing parents with daily verbal or written feedback about their child or youth and/or program activities; participating in conferences with parents and

employees; participating in program evaluation, as required; and assisting in achieving and maintaining DoD certification and national accreditation (or equivalent).

## **QUALIFICATIONS & REQUIREMENTS**

Must be at least 18 years of age

AND

### Entry Level (CY-1702-01)

High school diploma or equivalent, no prior work experience is required, but 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, Child Development or related field of study such as youth recreation, elementary education, secondary education, youth development, psychology, social work, home economics with an emphasis in human development, physical education, or other degrees as appropriate.

*Note: To receive credit for education and training, copies of transcript(s) and certificate(s) must be provided with your resume.*

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

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 form the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must satisfactorily complete local background checks to include a National Agency Check.

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 complete all DoN training requirements within the specified timeframes including initial orientation, Standardized Module Training, and ongoing requirements.

Must have or be able to obtain a valid driver's license.

## **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants are required to submit proof of education and complete medical screening and drug testing. All selections are contingent upon satisfactory employment reference checks.

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](mailto: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.

### **HOW TO APPLY**

Send resume and applicable required documentation (see below) via email to [NAFPersonnel@eu.navy.mil](mailto: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. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. It is the applicant's responsibility to verify all the information in their resume and documents; Human Resources will not modify documents submitted by an applicant. All qualifications must be met by the closing date of this announcement and clearly documented in the resume.

Please direct inquiries to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil)

### **REQUIRED DOCUMENTS**

- Resume
- Copy of most recent SF-50/PAR (or equivalent) if current or former NAF/APF employee
- [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#)
- [Military Spouse Preference \(MSP\) Program](#) and complete copy of sponsor's PCS orders
- [SF-15](#) and necessary supporting documentation if claiming Veteran's Priority Consideration
- Proof of education (transcripts/copy of degree)
- Proof of certifications/certificates, if applicable

### **AGENCY CONTACT INFO**

CNREURAFSWA NAF Regional Business Office  
NAF Personnel  
PSC 817 Box 108  
FPO, AE 09622-0108  
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