



Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2015-10

Opening Date: 17 February 2015

Closing Date: Open Until Filled
1st Cut Off: 10 March 2015

Position: CYP Youth and Fitness Coordinator, NF-0188-04

Salary: \$18.21 - \$21.09 per hour, based on qualifications/experience

Employment Category: Regular Full-Time, 35-40 hours per week, with benefits. May be required to work nights, weekends, and Holiday hours.

Location: Child and Youth Program, MWR, Naval Submarine Base, Kings Bay, GA

Area of Consideration: CONUS

Relocation Expenses: Not Authorized

Introduction: Naval Submarine Base Kings Bay's award-winning MWR program is seeking a dynamic and innovative leader to join its' Child and Youth Program as the Youth and Fitness Coordinator. The ideal candidate is a motivated individual who desires to work for a forward-thinking and innovative organization. He or she must have a customer-service focused management style, creative programming skills, proven organizational and administrative skills, and an ability to manage multiple programs and activities. The YF programs enable Navy families to balance the competing demands of family life and military readiness by providing rewarding opportunities for youth to be physically active and exposed to positive lifestyle behaviors. This position will plan, organize and provide a year round supervised youth sports and fitness program including social, recreational and educational program components for participating youth in the primary age groups of 3-5 years of age and 6-18 years of age.

Duties: This position is responsible for the administration of the Navy YF programs, which includes the implementation of the YF Core Service Areas, Sports, Fitness, Health and Nutrition, Outdoor Recreation and Motor Skills Development which are established to meet the Navy's program criteria by age group component. This position will augment the YF programs' core activity components with a variety and volume of both team and individual sports and fitness activities. Major duties and responsibilities will include: Programming, Indoor/Outdoor Environment, Interactions and Relationships, Supervision of Children and Youth, Outreach, and Additional Responsibilities. Performs other duties as assigned.

Qualifications:

- A minimum of a 4-year degree in Youth Recreation, Physical Education, Youth Development, or other related degree as appropriate is preferred **OR**
A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth **OR**
Experience that demonstrates the ability to plan, organize, coordinate, supervise, or evaluate youth fitness, recreation and sports programs AND 3 years of full time experience working with children and/or youth.
- Knowledge of youth recreational, sports and fitness concepts, theories and principles.

- Knowledge of a variety of NAYS national standards as they apply to youth fitness and sports activities for children and youth.
- Ability to competently and independently carry out continuing YF projects or programs through proper application of the principles, concepts, and techniques of youth sports and fitness to the specific needs of a military community.
- Knowledge of the range of activities and services, of participant interests and needs, and of the methods and processes involved in a military YF program, that enable the employee to plan and conduct a variety of enhanced activities and services.
- Skill in planning and carrying out a military YF program which meets, as fully as possible, the needs of the participating community.
- Skill in effectively organizing and utilizing all available resources within the program framework.
- Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills.
- Ability to lead, supervise, and interact with youth and teens.
- Ability to safeguard and account for monies and other related YF program resources.

Physical Demands and Work Environment: Required to do considerable walking, standing, bending, stooping, standing, and lifting up to 40 pounds. Activities may require driving an automobile (to include driving a government vehicle while transporting children). Most of the work is done in activity areas and outdoors, and the incumbent must be able to actively participate in the programs offered. The incumbent will be required to participate in sports and fitness field trips with a wide variety of activities such as trips to fields and courts, hiking, and canoeing. The work environment involves everyday risks or discomforts that require normal safety precautions for the 3-18 age group, and typical of a wide variety of fitness and sports activities, programs and services, such as exposure to disease and injures from lifting. The indoor work area has adequate light, heat and ventilation. The incumbent may spend a significant amount of time outdoors exposed to the climate while visiting sport fields and sporting events and participating in a variety of YF field trips. May work an uncommon tour of duty to include evening and weekend work to accommodate YF program schedules.

Conditions of Employment: Position is subject to special inoculation and immunization requirements. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine. Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI). 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.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.