



ANNOUNCEMENT NUMBER: 12-159 MULTIPLE POSITIONS

OPENING DATE: 24 AUGUST 2012
CLOSING DATE: OPEN UNTIL FILLED

**POSITION, TITLE, SERIES AND GRADE: CYP ASSISTANT
CY-I KPP CY-II**

SALARY: \$10.60 - \$11.25 - \$11.93 PER HOUR

**WORK SCHEDULE: REGULAR PART TIME (20-34 HRS PER WEEK)
FLEXIBLE FULL TIME: (21-39 HRS PER WEEK)**

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

DUTIES: 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. The following tasks are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions. Develops schedules and activity plans. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child's or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. May help arrange for and serve appropriate snacks or meals. Interacts with children and youth using approved child and youth development techniques. Maintains control of and accounts for whereabouts and safety of children and youth. Supervises children and youth during daily schedules of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Provides parents with daily verbal or written feedback about their child/youth or program activities. Participates in conferences with parents and employees. Participates in program evaluation as required. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. 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
- Ability to favorably pass a pre-employment physical and be able to lift up to 40 pounds.
- Applicants is subject to special inoculation and immunization requirements as a condition of employment for working with children. 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.
- Ability to satisfactorily complete local background checks to include a National Agency check.

- Must be able to complete all DoN training requirements within the specified timeframes including orientation, initial. Standardized Modules Training and ongoing requirements.**
- Must be able to obtain a valid driver's license.**

ENTRY LEVEL (CY-I): At this level no prior work experience is required, although prior experience working with children and/or youth is preferred.

INTERMEDIATE LEVEL (CY-I): Six (6) months of experience working with children or youth in a child or youth setting AND completion of child abuse modules and modules 1-3 of the DoN Standardized Modules Training.

TARGET LEVEL (CY-II): One (1) year of experience working with children or youth in a child or youth setting and Completion of DoN Standardized Navy Module training OR Child Development Associate (CDA) credential or equivalent School-Age or Youth Development equivalent credential OR a two year degree or higher in a related field.

To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.

Note: Persons who are US Citizens and also Citizens of Italy are not employable in a US position.

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.