

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

ANNOUNCEMENT NO. 11-074 MULTIPLE POSITIONS

POSITION TITLE: CHILD & YOUTH ASSISTANT, CY-I KPP CY-II

SALARY: \$10.60 - \$11.25 - \$11.93 Per Hour

EMPLOYMENT CATEGORY: Temporary Flexible (0-39) hours per week

**LOCATION: COMMANDER, NAVY REGION EUROPE, FLEET & FAMILY
READINESS PROGRAM, CHILD AND YOUTH PROGRAM,
BAHRAIN**

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.

OPENING DATE: 24 May 2011
FIRST CUT OFF DATE: 31 May 2011
CLOSING DATE: Open until filled

The purpose of this CY Program Assistant is to provide appropriate development care and instruction for children and youth in one or more CY programs. The incumbent is expected to work with the CDC OR Youth Director with minimum supervision toward the overall objectives of administering the CDC or the SAC program accomplishments, effectiveness, and compatibility with either work, and compliance with requirements.

MAJOR 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. 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:

1. Applicants must be able to speak, read and write English
2. Must be at least 18 years of age and possess a high school diploma or equivalent
3. Ability to favorably pass a pre-employment physical and be able to lift up to 40 pounds.
4. Ability to satisfactorily complete local background checks to include a National Agency check
5. Must be able to complete all DoN training requirements within the specified timeframes including orientation, initial. Standardized Modules Training and ongoing requirements.
6. 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.

HOW TO APPLY: Applicants must submit their resume OR, an [OF-612 \(Optional Application for Federal Employment\)](#) with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation, plus [Preference Entitlement Survey](#) for receipt by the cutoff date. The applications may be faxed to 011-

39-081-568-4020 or emailed to NAFPersonnel@eu.navy.mil. Any questions should be directed to Filomena De Stefano 011-39-081-568-5612.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

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 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.

The department of the Navy 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 them to: Filomena.destefan.it@eu.navy.mil to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.