



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

ANNOUNCEMENT NO: MWR 036/2016

POSITION: CHILD & YOUTH PROGRAM ASSISTANT, CY 1701 /CY-1702 pay bands I - II

This announcement covers three levels: Entry Level (GSE-02), Intermediate (GSE-03), and Target Level (GSE-04)

STARTING PAY: Entry Level is \$11.17, Intermediate Level is \$12.19, and Target Level is \$13.84 - New hires will be placed into the appropriate level based on proof of qualifications and experience.

SCHEDULE: Full Time Position , 35-40 hours per week with benefits. May require nights, weekends and holiday hours.

LOCATION: Youth Center, Morale, Welfare and Recreation Department, NAS Kingsville

AREA OF CONSIDERATION: ALL QUALIFIED APPLICANTS AND SPOUSE PREFERENCE ELIGIBLES

Opening Date: 02SEP16 Closing Date: 14SEP16

DUTIES: The purpose of the Child and Youth (CY) Program is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. The incumbent works under the direction of the supervisor, who provides guidance on scope of assignments and assistance on more complex, non-routine problems. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from supervisor when required. Routine assignments are spot checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions. The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities.

QUALIFICATION REQUIREMENTS:

- **ENTRY LEVEL:** Prior experience working with children and/or youth preferred. At least 18 years of age and a high school diploma or equivalent.
- Speak, read and write English.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing
- Ability to complete all DoN training requirements with specified time frames, including orientation, initial Standardized Module Training, and ongoing training requirements (such as First Aid/CPR)
- Ability to promote and foster effective working relationships with children and youth and co-workers.
- Ability to work cooperatively as a member of a team.
- Ability to obtain a food handler's card.
- Ability to obtain a driver's license, if required.
- Ability to obtain a Commercial Drivers License (CDL) if the position requires the incumbent to transport children.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Must be able to lift up to 40 pounds.
- Ability to favorably complete background checks to IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).
- **INTERMEDIATE LEVEL:**
- Six months 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 Module Training.
- Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development.
- Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth.
- Ability to interpret a curriculum or activity plan and follow written instructions.

- **TARGET LEVEL**
- At least 18 years of age with a high school diploma or equivalent AND
- An incumbent must have one of the following:
 - A Child Development Associate (CDA) credential or Military School-Age (MSA) credential OR A 2-YEAR DEGREE IN A RELATED FIELD. Note: If the incumbent is hired initially at the GSE-04 target position, the incumbent must complete the Navy module program within 18 months
 - OR
- -Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth.
- Working knowledge in child and youth development to provide input into an efficient and effective program responsive to the needs of children and youth.
- Ability to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth.
- Ability to follow verbal and written instructions
- Speak, read and write English
- Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.
- Ability to complete all DoN training requirements within the specified timeframes, including orientation, initial, Standardized Module Training, and on-going training requirements.
- Ability to promote and foster effective working relationships with children and youth and co-workers.
- Ability to work cooperatively as a member of a team.
- Ability to obtain a food handler's card,
- Possess a driver's license.
- Ability to obtain a Commercial Drivers License (CDL) if the position requires the incumbent to transport children.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency check with Written Inquiries (NACI).

PHYSICAL REQUIREMENTS: The work requires considerable walking, standing, bending, stooping, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classrooms or activity areas, and no special, physical demands are made upon the incumbent.

HOW TO APPLY: Forward resume and an "OF-306" Application to E-mail: KNGV_MWRPERS@navy.mil, or mail to: NAF Personnel, NAS Kingsville, 601 Nimitz Avenue, Bldg. 3766, Kingsville, TX 78363. Phone 361/516-4388, FAX 361/516-4966.

We participate in E-Verify Employment Verification.

CONDITION OF EMPLOYMENT: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is DOD standard method of payment. Executive Order 12564 established the goal of a Drug-Free Workplace Program in the Department of the Navy. This program subjects all civilian appropriated and non-appropriated fund employees to drug testing.

THE DEPARTMENT OF THE NAVY IS AN EQUAL 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 MERIT FACTOR.