



Fleet & Family Readiness
Naval Station, Rota – PSC 819 Box 14
FPO AE 09645-0014

Announcement Number: CYP-001-10
Closing date: **Open Continuous**
Cut Off every 7 days

10/06/2009

CYP PROGRAM ASSISTANT

Positions are interchangeable: Child Development, School Age Care, Youth and Teen Programs

FLEXIBLE SCHEDULE (0 to 40 hours per week)
PAY BAND: CY-I/II
SALARY RANGE: CY-1702-I: \$10.91 – \$11.58 per hour
CY-1702-II \$12.27

AREA OF CONSIDERATION: Spouses of active duty U.S. military stationed in the Rota commuting area will receive employment preference. In the absence of a qualified military spouse, spouses of civilian employees, Active Duty, and military/civilian family members may be considered for employment.

NOTE: Selected applicant will **NOT** lose any entitlement to future spouse preference eligibility for any other NAF or GS position.

DUTIES: Provides care, oversight and accountability of children ages six weeks to 18 years in compliance with established standards, policies and procedures, and regulations. Conducts daily health checks of children and reports of any marks or signs that might indicate suspicion of illness, abuse, neglect or maltreatment to the appropriate personnel. Adheres to child admission and release policies and procedures. Attends to the physical individual needs of young children and those appropriate for older children. Maintains control of assigned group of children and keeps an accurate count of children at all times. Maintains continuous observation of children to detect signs of distress or abnormal behavior. Ensures safety and sanitation of children through constant supervision; by initiating changes and improvements in the program and environment and adhering to all appropriate safety regulations. Arranges classroom and play materials to accommodate the daily schedules and activities of children; assembles and prepares material and equipment. Receives children from parents and notes all special instructions from parents for the child's care. Assists in planning and conducting an effective program that meets the physical, social, emotional and cognitive needs of each child based on established goals and curriculum plans. Helps children to develop self-help skills. Observes children and documents developmental progression and / or concerns. Assists in providing sources and making preparations for a variety of developmentally appropriate indoor and outdoor activities for children. Leads and actively participates in programs and events for all Youth and Teen functions, including off-site trips and activities. Implements and facilitates all appropriate Boys and Girls Club of America programs as required. Assists with developing a list of needed supplies and equipment for submission to supervisor. Assists in maintaining administrative functions to include but not limited to filing, records of attendance, time cards, request of supplies an equipment; sets up displays and bulletin boards, completes and submits required reports in an accurate and timely manner.

NOTES:

- (1) Selectee will be required to pass background investigation including an NACI, and a physical exam.
- (2) Incumbent must be able to complete all training requirements, including orientation, and the approved Department of the Navy (DoN) Standardized Module Training within the specified timeframes.
- (3) Positions are subject to an uncommon tour of duty, rotating and split shifts.
- (4) Selectee is subject to direct deposit of pay.

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.

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 experience working with children or youth in a child/Sac or Youth setting AND completion of child abuse modules and modules 1-3 of the DoN Standardized Module 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 Module Training OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential or a 2-year degree in a related field.

If hired at the GSE-04 target position based on education, the incumbent must complete the Navy Module Program within eighteen (18) months.

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

Applications must be submitted on SF-171 or OF-612 and family member status form to the F&FR/ personnel office between 0830 and 1730, Monday through Friday, before the above closing date. For further information, call 727-2596/727-3263.

Note: 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.

