

**MERIT STAFFING ANNOUNCEMENT  
HUMAN RESOURCES OFFICE  
U.S. NAVAL STATION, ROTA, SPAIN**

**POSITION** Education and Training Technician, YB-1702-01

**ANNOUNCEMENT NO.** OC-04-08

**SALARY** \$16,880-\$38,060 per annum

**OPENING DATE:** OPEN CONTINUOUS

**LOCATION** Morale, Welfare and Recreation  
MWR DEPT. Child and Youth Programs  
Naval Station Rota, Spain

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**AREA OF CONSIDERATION.** **U.S. citizens residing in the Rota commuting area who meet one or more of the following conditions:** 1.) Family members of active duty military and civilian employees officially assigned to NAVSTA Rota and tenant commands and eligible for Schedule A 213.3106(b)(6) appointments. 2.) Current Federal employees officially assigned to Rota and tenant commands serving under a career or career conditional appointment. 3.) Preference eligibles or veterans must have been discharged or released from active duty in the Armed Forces under honorable conditions, (i.e., with an honorable or general discharge). As defined in 5 U.S.C. 2101(2), "Armed Forces" means the Army, Navy, Air Force, Marine Corps and Coast Guard. 4.) Veterans Employment Opportunities Act (VEOA) 5.) Veterans' Recruitment Appointment (VRA) *NOTE: The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable, when determining appointment eligibility. If you have resided in Spain more than 180 days, you are no longer considered a visitor/tourist, but rather an ordinarily resident. As an ordinarily resident you must comply with Spanish immigration laws and regulations and are not eligible for appointment for U.S. appropriated fund vacancies, on NAVSTA Rota and Tenant Activities*

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**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, drug test and physical exam.**
- (2) Incumbent must possess or be able to complete all Child Development, School Age Child Care, or Teen Navy Standardized Training Modules within 24 months of hire as a condition of employment for the applicable age group permanently assigned.
- (3) Must possess or be able to obtain valid CPR and First Aid within 30 days and Child Abuse Recognition / Prevention / Reporting within 60 days of employment
- (4) Positions are subject to an uncommon tour of duty, rotating and split shifts.
- (5) Positions are interchangeable: Child Development, School Age Care, Youth and Teen Programs
- (6) Selectee is subject to direct deposit of pay.

**QUALIFICATION REQUIREMENTS:**

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work to the position to be filled.

A complete description of the Office of Personnel Management Qualification Requirements may be reviewed in the Human Resources Office or at <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM> .

**How You Will Be Evaluated:**

Resumes will be evaluated for basic qualifications requirements and for the skills needed to perform the duties of the position, as described in this vacancy announcement and identified by the Selecting Official for the position. Knowledge, skills and abilities (KSAs) should be addressed within the body of your application/resume.

**KNOWLEDGE, SKILLS AND ABILITIES**

- I. Practical knowledge of child care and or providing oversight to youth / teens.
- II. Knowledge of child / youth / teen development principles, practices and techniques and procedures.
- III. Ability to work cooperatively as a team member.
- IV. Ability to communicate effectively orally and in writing.

**PLEASE SEE REVERSE FOR ADDITIONAL APPLICANT INFORMATION**

## ADDITIONAL APPLICANT INFORMATION

Applications become the property of the Human Resources Office and will **NOT** be returned, even for copying purposes. We strongly recommend that you keep your original application and submit a photocopy.

**WHO MAY APPLY:** You may apply for this position if you are within the specific area of consideration stated on the announcement. U.S. citizenship is required. Alternate sources of qualified candidates may be considered at any time during the recruitment process.

**ORDINARILY RESIDENT:** Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy.

**HOW TO APPLY:** Hand carry application/resume to Human Resources Office Building #1 or mail to HRO, PSC 819 Box 11, FPO AE 09645. To be considered, applications/resumes must be received on/or before close of business on the closing date specified in the announcement.

**FILING INSTRUCTIONS:** All applicants are required to submit one of the following documents: Optional Application for Federal Employment (OF-612), or a Government Style Resume (Applying for a Federal Job (OF-510) that lists what is required to be on the resume). These forms are available on line at <http://www.opm.gov/forms/html/of.asp>.

**CHECKLIST:** Ensure your application/resume contains the following information.

- (1) Announcement Number; (2) Title & grade(s); (3) Full name; (4) Social Security Number; (5) Mailing address; (6) Day & evening phone numbers; (7) Country or citizenship; (8) Veteran's preference; (9) Reinstatement eligibility; (10) Highest Permanent Federal civilian grade held; (11) Education (highest level); (12) High School name/Mailing address of High School/Date of diploma or GED; (13) Colleges & universities attended with total credits earned, major and/or degree.
- Give the following information for your paid and non-paid work experience related to the job you are applying for: (1) Job title (include series & grade if Federal job); (2) Starting & ending dates (MM/YY); (3) Hours per week and whether it was full or part time employment (4) Salary; (5) Employer's name & address; (6) Supervisor's name & phone number (indicate if we can contact your supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION)
- Copy of most recent Notification of Personnel Action (SF-50), and latest annual performance rating (if current or former civil service or NAFI).
- College transcripts from an accredited university or institution (if qualifying on basis of education)
- DD-214 Record of Discharge (if claiming Veteran's Preference)
- Standard Form 15, Application for 10-Point Veteran Preference (if applicable)
- Family Member Status Form (**Mandatory**)
- Sponsor's PCS Order (**Mandatory**)

**APPLICANT CERTIFICATION:** Applications must be signed and dated. Applicants must certify that, to the best of their knowledge and belief, all the information on and attached to their application is true, correct, complete, and made in good faith. Applicants must understand that false or fraudulent information in the application may be grounds for not hiring or for firing after they begin work, and may be punishable by fine or imprisonment. Any information provided is subject to investigation.

### GENERAL INFORMATION:

- Vacancy Announcements may be viewed at the HRO office.
- Filling this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications, and any other regulatory requirements for placement must be met by the announcement closing date.
- Failure to provide complete information may cause you to lose consideration for the position or receive a lower rating.
- If selection is made below the full performance level of the position, the selectee may be promoted without further competition upon supervisory recommendation and meeting qualifications, regulatory and legal requirements. However, promotion is not guaranteed and no promise of promotion is implied.
- Applicants will not be considered for positions below the lowest acceptable grade level shown on their application (OF-612) or resume.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the applicant to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information will not be accepted after the announcement closing date.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

Applications will receive consideration without regard to political, labor organization affiliation/non-affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age, and/or physical/mental handicap.