PROGRAM ASSISTANT

Announcement # IH-10-002

Salary: $11.91 - $18.97 PH Series/Grade: 1702 – GSE 2/3/4

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: CHILD DEVELOPMENT CENTER – Indian Head

OPENED: 15 January 2010
CLOSES: Open Continuous

AREA OF CONSIDERATION: ALL SOURCES

FLEX SCHEDULE = 0- 40 HOURS PER WEEK

TO APPLY: **Download forms on https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670.** ***A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.*** **Direct inquiries to: 301-342-5304.**

Must submit High School Diploma (or equivalent documentation) AND higher level degree, if applicable with your application packets for these positions.

DUTIES AND RESPONSIBILITIES:

The purpose of the CY Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years.

ENTRY LEVEL-GSE 2 –

Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs or other information that may affect the child or youth's experience in the program. Cares for special needs children and youth, as directed by the supervisor. Promotes and models safety, fitness, health and nutrition practices. Helps arrange for and/or serve appropriate snacks and meals. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps establish a program environment that promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Provides care and supervision, oversight and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component and local installation policies, guidance and standards. Maintains control of and accounts for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events. Interacts professionally with employees, parents and local installation command personnel. Completes all training requirements, including orientation, monthly, annual and the approved Department of the Navy (DON) Standardized Module Training. Performs other related duties as assigned.

INTERMEDIATE LEVEL-GSE-3-

Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs or other information that may affect the child or youth's experience in the program. Cares for special needs children and youth, as directed by the supervisor. Promotes and models safety, fitness, health and nutrition practices. Helps arrange for and/or serve appropriate snacks and meals. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps establish a program environment that promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Provides care and supervision, oversight and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component and local installation policies, guidance and standards. Maintains control of and accounts for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events. Interacts professionally with employees, parents and local installation command personnel. Participates in conferences with parents and employees. Completes all training requirements, including orientation, monthly, annual and the approved Department of the Navy (DON) Standardized Module Training. Performs other related duties as assigned.

Full Performance Level – GSE -4 –
Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by CY Program Assistants, GS 1702-02 and GS 1702-03. Ensures that program plans and activities incorporate the observed needs of the individual children and youth. 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 or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Cares for special needs children and youth as directed by the supervisor. Demonstrates, instructs, leads and facilitates planned and spontaneous program activities. 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. Inventories equipment on a recurring basis and recommends replenishing damaged, missing and depleted supplies. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques. Provides care and supervision, oversight and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component and local installation policies, guidance and standards.

MINIMUM QUALIFICATIONS:

ENTRY LEVEL –GSE -2 –
Must be at least **18 years of age and have a high school diploma or equivalent.** Prior experience working with children and/or youth preferred. Must be able to speak, read and write English. Ability to follow verbal and written instructions and communicate effectively both orally and in writing. Ability to complete all DoN training requirements within the specified time frames, including orientation, initial Standardized Module Training and ongoing training requirements. Must be able to work cooperatively as a member of a team and to promote and foster effective working relationships with children/ youth and coworkers. Ability to obtain a food handler's card. Ability to obtain a drivers license or Commercial Drivers License if necessary, 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 PS 101-647 to include a National Agency Check with Written Inquires (NACI). Ability to gain access to base computer system if necessary.

INTERMEDIATE LEVE – GSE 3 –
Must meet entry level qualifications of GSE -2 position AND have six months experience working with children or youth in a child or youth setting **AND** have completion of child abuse modules and modules 1-3 of the DoN Standardized Module Training.

FULL PERFORMANCE LEVEL – GSE 4 -
Must meet entry level qualifications of GSE -2 position AND have 12 months of experience working with child or youth in a child or youth setting **AND** completion of DoN Standardized Navy Module Training, ***OR* you must meet entry level qualifications of GSE -2 position AND** have a Child Development Associate (CDA) credential or equivalent School-Age or Youth Development equivalent credential OR a 2-year degree or higher in a related field.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

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 of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office 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.

Visit our web site:
https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm