

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

ANNOUNCEMENT NO: 16-204

MULTIPLE POSITIONS

POSITION, TITLE, SERIES AND GRADE: EDUCATION AID/TECHNICIAN, CY-1702 -I /II

SALARY: \$11.48 - \$12.94 - \$14.52 per hour Plus Post Allowance

EMPLOYMENT CATEGORY Regular full time (40 hrs per week)

LOCATION: Commander, Navy Region Europe, Fleet and Family Readiness Program
Child and Youth Programs, **CDC Capo & Support Site, Naples, Italy.**

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 and DoD civilian dependents.

OPENING DATE: 24 June 2016
FIRST CUT OFF DATE: 01 July 2016
CLOSING DATE: Open Until Filled

INTRODUCTION:

The purpose of this position is to provide appropriate developmental care and instruction for children and youth in one or more CY programs. This position is expected to work with the Child Development Center (CDC) or Youth Director with minimum supervision toward the overall objectives of administering the CDC or School Age Care (SAC) program ensuring effectiveness, compatibility with other programs, and compliance with requirements.

DUTIES AND RESPONSIBILITIES:The duties of this position are developmental in nature and designed to provide experience to qualify for higher level positions leading to the full performance position. The incumbent works under close direction of supervisor or other higher qualified higher graded employee and performs the more routine child care tasks, following step-by-step instructions. Little or no previous training or experience is required. Work is reviewed in detail, while in progress and upon completion, to ensure and assess trainee's progress and to evaluate attainment of training objectives and readiness for further training. Training will be of a progressively more responsible and specialized nature associated with the child care and development operations. These duties are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions. Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program 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 children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.). Assists with developing a list of needed supplies and equipment for submission to the supervisor. 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 supervisor. 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 program evaluation as required. Performs other related duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

Entry Level (CY-1702-01)

At this level, high school diploma or equivalent is required. Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

Six (6) months of full-time experience working with children or youth in a child or youth setting AND completion of child abuse modules and modules 1, 2, and 10 of the Department of the Navy (DoN) Standardized Module Training.

Target Level (CY-1702-02)

Twelve (12) months of full-time experience working with children or youth in a child or youth setting AND completion of DoN Standardized Module Training; **OR**

Child Development Associate (CDA) credential; **OR**

Military School-Age (MSA) credential; **OR**

2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate.

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

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

Must favorably pass a pre-employment physical and be able to lift up to 40 pounds. Selectee will be subject to special inoculation and immunization requirements as a condition of employment for working with children. Selectee will be required to obtain appropriate immunizations against communicable diseases in accordance with recommendation form the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must satisfactorily complete local background checks to include a National Agency Check.

Must successfully complete a pre-employment drug test. A tentative offer of employment will be rescinded if the applicant fails to report to the scheduled drug test appointment. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.

Must complete all DoN training requirements within the specified timeframes including initial orientation, Standardized Module Training, and ongoing requirements.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants are required to submit proof of education complete medical screening, & drug testing. All selections are contingent upon satisfactory employment reference checks. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodations should call 011-39-081-568-5612 or

email their request to NAFPersonnel@eu.navy.mil to ensure proper consideration is given. The decision to grant an accommodation will be made on a case-by-case basis.

BENEFITS

A comprehensive benefits package is available

HOW TO APPLY

Send resume and required documentation (see below) via email to NAFPersonnel@eu.navy.mil, by fax to 011-39-081-568-8014.

Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. It is the applicant's responsibility to verify all the information in their resume and documents; Human Resources will not modify documents submitted by an applicant.

Please direct inquiries to: NAFPersonnel@eu.navy.mil

REQUIRED DOCUMENTS

- Resume
- Copy of most recent SF-50/PAR (or equivalent) if current or former NAF/APF employee.
- A legible photocopy of your **sojourn permit**, **OR** a copy of your receipt of application if you have recently applied for it.
- A copy of your **sponsor's PCS orders**
- A copy of your **official/no-fee passport**, showing your picture, passport number, expiration date page, and your visa-stamped page.
- [Declaration of Federal Employment, OF-306](#).
- [Preference Entitlement Survey](#).
- [Military Spouse Preference \(MSP\) Program](#)
- Proof of education (transcripts/copy of degree)
- Proof of certifications/certificates, if applicable.

