



## NAVY REGION SOUTHWEST FLEET & FAMILY READINESS



### **NON-APPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT**

**\*REVISED**

**Vacancy Announcement Number:**

**17-93**

**Job Title, PPlan, Series, & Grade:**

Child & Youth Program Leader CY-1702-02

**Location:**

\*Fairhaven & Naval Medical Center CDC, San Diego, CA

**Status:**

Regular Full-Time

**Pay Range:**

\$17.37-\$22.00 Per Hour

**Opening Date:**

16 May 2017

**Closing Date:**

\*22 May 2017

**Area of Consideration:**

Current Naval Base San Diego Installation CYP Assistants & Spouse Preference  
Applicants only- Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** The incumbent works under the direction of the supervisor, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered. The CYP leader will serve as a mentor for assigned CY Program Assistant team and will work with senior employees to provide instruction training to lower-level employees. Incumbent will assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling. Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness. Works with T & C Specialist, supervisor, and the CY Program Assistants to implement 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. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults. Incumbent will provide care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation command policies, guidance, and standards. Maintains control of and accounts for the whereabouts and safety of children and youth. Interacts professionally with employees, parents, and local installation command personnel. Incumbent will participate in conferences with parents, employees, school representatives, and local installation command personnel. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent. Completes all training requirements, including orientation, monthly and annual training, and the approved Department of Navy (DoN) Standardized Module Training. **Performs other duties as assigned.**

#### **QUALIFICATIONS REQUIRED:**

- Must be at least 18 years of age with a high school diploma or equivalent
- Must attach proof of high school diploma or equivalent, degree(s), certifications and transcripts to application
- Must have a Child Development Associate (CDA) credential or Military School-Age (MSA) credential AND completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth
- OR
- A 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 is also acceptable
- Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 6 weeks to 18 years of age
- Possess maturity and judgment and be capable of handling emergency situations
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc
- Ability to develop curriculum outlines and lesson plans/guides
- Must complete all DoN training requirements within specified timeframes, including orientation and ongoing training requirements
- Must be able to communicate clearly and effectively both verbally and in writing in English
- Must be able to favorably pass a pre-employment physical, provide evidence of immunization and be free of communicable disease
- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

**HOW TO APPLY:** Submit a NAF employment application form to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to [mwr.hr.dept@mwrsw.com](mailto:mwr.hr.dept@mwrsw.com). Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/sandiego/about/jobs/>. Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, applicants may not be notified of non-selection. **Participation in direct deposit upon employment is required.**

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.