



JOB TITLE	CYP Program Assistant (Multilevel)
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs/ Various
JOB ANNOUNCEMENT NUMBER	FFR21-0262OC
SALARY RANGE	\$10.63 - \$13.03
OPENING DATE	Friday, April 16, 2021 (First Cut-off May 12th, 2021 (Cut-offs every 27 calendar days thereafter)
CLOSING DATE	Friday, December 31, 2021
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	Flex
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Curriculum

- Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by the entry level and intermediate level Educational Aids (CY Program Assistants), CY-1702-I. Ensures that program plans and activities incorporate the observed needs of 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 children and youth with special needs 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 arrange for and/or serve appropriate snacks or meals where applicable.

Indoor and Outdoor Environment

- Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.
- Sets up displays and bulletin boards.
- Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- 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.

Supervision of Children and Youth

- 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 whereabouts and safety of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.
- Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Provides parents with daily verbal or written feedback about their child/youth or program activities.
- Participates in conferences with parents and employees.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

- Assists in achieving and maintaining DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs. Notifies supervisor of health, fire, and safety compliance concerns.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

Entry Level (CY-1702-01)

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Intermediate Level (CY-1702-01)

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.

- Ability to work cooperatively as a member of a team.

Target Level (CY-1702-02)

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

Entry Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting **AND** have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

Target Level (CY-1702-02)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting **AND** have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy

of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmwryokosuka.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, PSC 473 Box 12, FPO AP 96349, Building 1559, in Room 225.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.