



JOB TITLE	CYP Leader
AGENCY	Commander, Navy Installations Command
BRANCH	Child & Youth Programs/ Ikego School Age Care
JOB ANNOUNCEMENT NUMBER	FFR15-792
SALARY RANGE	\$13.41-\$15.41/ Hour D.O.E. Plus non-taxable Post Allowance
OPENING DATE	Friday August 28, 2015
CLOSING DATE	Friday, December 30, 2016
SERIES & GRADE	CY-1702-II
POSITION INFORMATION	Full Time - Permanent
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan/ Ikego Detachment
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.

***Amended Closing Date on 11/25/16.**

JOB SUMMARY

The primary function of the incumbent is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks old to 18 years old in one or more CY programs. This includes the provision of guidance, assistance, and mentoring for the CY Program Assistants.

DUTIES AND RESPONSIBILITIES

The incumbent works under the direction of the supervisor or other qualified higher graded employee, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered. Routine day-to-day assignments are normally performed independently with technical assistance available from supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions. The duties and responsibilities of the CYP Leader have been grouped into categories, including mentor, curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities.

QUALIFICATIONS

In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent.

Completion of DoN Standardized Module Training AND 12-Months experience at the CY-II (GSE-04) Level

OR

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 were incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

OR

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

CONDITIONS OF EMPLOYMENT:

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

Must obtain appropriate credentials as required.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

EDUCATION: When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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 email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, a predetermined Ranking and Rating Criteria of knowledge, skills and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

All interested applicants should submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, room 225

Or send via email to: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwr.org/jobs> to find a sample resume format and information on Military Spouse Preference. If you are claiming Veteran's Preference, please submit a copy of your DD214.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or Application
- CYP Packet
- Proof of Education (if applicable to position requirements)
- Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- Any other supporting documentation (DD-214 if claiming Veteran's Preference)

AGENCY CONTACT INFO

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

Commander, Navy Installation Command
Phone: (315)243-5446
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. Due to volume of applications received, applicants may not be notified of non-selection.