



JOB TITLE	CYP Assistant Director
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR17-0713
SALARY RANGE	\$35,350.00 - \$40,066.00 Annually, Depending on Experience Plus Non-Taxable Post Allowance & Living Quarters Allowance
OPENING DATE	Friday, October 13, 2017
CLOSING DATE	Friday, October 27, 2017
SERIES & GRADE	NF-1702-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Worldwide

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Assistant Director position is to assist the CYP director of the Child Development Center (CDC Director) or the School Age Care (SAC) program (Youth Director) to administer a developmentally appropriate CDC or SAC program. A CYP Assistant Director is assigned to a CDC and to a SAC program when over 100 children are enrolled. The incumbent is expected to work with the CDC or Youth Director with minimum supervision toward the overall objectives of administering the CDC or the SAC program. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements.

DUTIES AND RESPONSIBILITIES

Assists with the development and supervision of a developmentally appropriate SAC and/or CDC program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Assists in providing program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards. Assists interpreting and applying child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment. Assists with development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation. Assists with collection and maintenance of up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. Performs full scope of supervision for three or more CYP leads and assistants. Assists in overseeing the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and nonappropriated funds. Adheres to authorized methods of acquisition. Supervises a staff of three or more. At CDC Director direction, the incumbent: Initiates and implements personnel actions and supports the CYP Director in order to assure quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers; Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies; Establishes local performance standards for employees and volunteers using established standards and requirements and rates employees' performance. Resolves complaints related to personnel and makes recommendations to the Director for corrective action as necessary. Develops staffing schedule in accordance with established ratios and group sizes and submits it to supervisor for approval. Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training. Assists with ensuring training is competency based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential, Military School-Age (MSA) credential or college level classes. Gives input into the development and implementation of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Assists with establishing and implementing combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), SAC, and Youth Program (as applicable to each installation). Assists with ensuring the person responsible for maintaining the Central Waiting List (CWL) is aware of vacancies

within the program in order to ensure maximum utilization of spaces. Assists in establishing a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Models appropriate behaviors and techniques for working with children and youth when working with CY Program Assistants and Leaders. Interacts professionally with employees, parents, volunteers and local installation command personnel. Participates actively and positively in managing and resolving issues with parents, volunteers, and/or employees. Assists with implementation and support of policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards. Assists in ensuring compliance with law, policies, and regulations applicable to DoD CYP programs. Assists in obtaining and retaining DoD certification and accreditation. Assists with the development and provision of programs related to the core program areas outlined in the OPNAV and required by the DoN such as Boys and Girls Club of America (BGCA) or 4-H required programs. Assists in ensuring compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). In the absence of the Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight. If the CYP has less than 10 CD Homes the CYP Assistant Director may also assume the duties of the CDH Director. Serves as 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. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

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

Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth profession.

OR

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 AND 2 years of full-time experience working with children and/or youth.

OR

A four-year degree or higher in these areas AND 1 year of fulltime experience working with children and/or youth.

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 pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

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.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

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 a 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 or serious injury to a child or dependent person entrusted to the individual's care.

RELOCATION

Authorized

TRAVEL REQUIRED

Travel may be required up to 10% or less.

OTHER INFORMATION

**Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

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.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

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 accommodation(s) 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, as 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

Interested applicants MUST apply online at www.USAJOB.S.gov. We no longer accept emailed applications.

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.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

REQUIRED DOCUMENTS

- Resume
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit 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

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: 011-81-46-816-5446
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**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.