



Fleet and Family Readiness Programs Child & Youth Vacancy Announcement

Announcement #: Open Continuous	Opening Date: Open Register 2011
Job Title: Child Program Assistant	Closing Date: Until Filled
Series/Grade: CY 1702 I/II (GSE 02/03/04)	Salary Range: \$11.68/\$12.75/\$14.31
Category: Flexible Continuous (no benefits)	Locations: NAS Whidbey Island, SAC/Youth – Teen & Child Development Center
Area of Consideration: Open to the Public	

Brief Description of Duties: The purpose of the CY Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging from 6 weeks to 18 years in one or more CY programs (Child Development Center, School Age Center or Youth Activities) 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. Prior experience working with children and/or youth preferred.

Qualification Requirements at the GSE 2, GSE 3 and GSE 4 Levels:

GSE-02: Prior experience working with children and/or youth preferred. Must be 18 years of age and have a high school diploma or equivalent (GED). Ability to speak read and write English, ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to complete all DoN training requirements within the specified timeframes, including orientation, initial, Standardized Module Training, and ongoing training requirements. Ability to work cooperatively as a member of a team. Ability to obtain a food handler's card, possess a valid state driver's license, ability to obtain a Commercial Driver's License (CDL) if the position requires the incumbent to transport children. Ability to favorably pass a pre-employment drug test, physical, provide evidence of immunization and be free from communicable disease. Ability to satisfactorily complete background checks to include a National Agency Check with Written Inquiries (NACI)

Physical Demands: The work requires considerable walking, standing, bending, stooping, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile and/or bus (to include driving a government vehicle while transporting children). However, most of the work is done in classroom setting or activity areas, and no special, physical demands are made upon the incumbent.

GSE-03: The grade level of this position represents the intermediate level for childcare positions. Performs many difficult childcare tasks using training and experience. Training will be of a progressively responsible and specialized nature associated with the childcare and development operations. In addition to meeting the requirements of the GSE-02, applicant must have six (6) months experience working with children or youth in a child or youth setting AND completion of child abuse modules and modules 1-3 of the DoN Standardized Module Training. Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development. Ability to plan and organize work and to interpret a curriculum or activity plan and follow written instructions.

GSE-04: The grade level of this position represents the full performance level for childcare positions. In addition to the requirements of a GSE 2 & 3, must have one of the following: A Child Development Associate (CDA) credential or Military School-Age (MSA) credential or a two (2) year degree in a related field. **Note:** If the incumbent is hired initially at the GSE-04 target position, the incumbent must complete the Navy Module program within 18 months. **OR** Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth.

How to Apply: Submit cover letter, signed NAF application, declaration for federal employment form 306 to: Dept of Navy, CNRNW FFR, Attn NAF HRO, Bldg. 94, 610 Dowell Street, Keyport, WA 98345. You may also send your application through e-mail to: CP-Personnel.cnrnw@navy.mil, or by fax to (360) 396-5445. Forms may be found on www.navylifepnw.com under jobs link.