

Child and Youth Program Assistant

DEPARTMENT OF THE NAVY

Commander, Navy Installations

Commander, Navy Region Hawaii

Open & closing dates

🕒 04/17/2020 to 04/30/2020

Pay scale & grade

CY 2 - 3

Service

Competitive

Salary

\$27,778 to \$41,823 per year

A 10.28% Cost of Living Allowance (COLA) is currently authorized. Salary is dependent on experience and education.

Appointment type

Permanent

Work schedule

Multiple Schedules - Regular Full-time, Regular Part-time, Flexible Scheduled

Locations

Pearl Harbor Naval Base, Oahu, HI

Many vacancies

📍 To apply for this job, you must live within a 50 mile radius of one of these locations.

Relocation expenses reimbursed

No Not Applicable

Telework eligible

No

This job is open to



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Announcement number

Control number

565885000

Duties

Summary

The duties and responsibilities of the Child and Youth Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth. Child and Youth (CY) Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY Programs.

Responsibilities

Major Duties

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

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. Assists children and youth with special projects and homework. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable.

Entry- Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials.

Intermediate- Assists in planning and coordinating activities for program participants, including group as well as individual activities. Implements daily schedules and activity plans to ensure age and/or stage appropriateness.

Target- 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 CY Program Assistants. 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.

Indoor and Outdoor Environment

Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. 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 ranging in age from 6 weeks to 18 years. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. 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.

Travel Required

Not required

Supervisory status

No

Promotion Potential

03

Job family (Series)

1702 Education And Training Technician

(<https://www.usajobs.gov//Search/?i=1702>)

Requirements

Conditions Of Employment

- You must be at least 18 years of age with a high school diploma or equivalent Unit
- Must successfully pass the E-Verify employment verification check. Any discrepancies must be resolved as a condition of employment
- May be required to pass a Drug Screening and Medical Evaluation
- May be required to pass pre-employment examination
- Must provide proof of U.S. Citizenship or U.S. National

Qualifications

QUALIFICATIONS REQUIRED:

Skill to work cooperatively as a member of a team.

Ability to follow verbal and written instructions.

Ability to communicate effectively in English, both orally and in writing.

Ability to communicate effectively orally and in writing.

Entry - Ability to complete all DoN training requirements within the specified time frames, including orientation, initial, Standardized Module Training, and ongoing training requirements.

Intermediate - Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development.

Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth.

Ability to interpret a curriculum or activity plan and follow written instructions.

Ability to plan and organize work.

Target- Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth.

Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth.

Skill to promote and foster effective working relationships with children and youth and coworkers.

Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

Entry Level - In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred.

Intermediate Level - Entry level requirements listed above AND

Have six (6) months experience working with children or youth in a child or youth setting.

AND

Have completed child abuse modules and modules 1, 2, and 10 of the DoN Standardized Module Training.

Target Level- Entry level requirements AND

Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth.

OR

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

OR

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.

Ability to establish and maintain effective communication and relationship with others.

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.

Education

Entry Level - In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred.

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Have six (6) months experience working with children or youth in a child or youth setting.

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OR

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Additional information

A selection may be made from the resumes/applications received at the first cut-off date. 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. Salary is commensurate with experience and/or education.

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 Resources Manager at (808) 422-3784. The decision on granting reasonable accommodation will be on a case by case basis.

All required documents submitted for this position *must* indicate the announcement number, position title and full name of the applicant on each document.

Condition of employment: selectee will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 30 days of employment. This is the DoD standard methods of payment of personnel.

All positions require a satisfactory completion of a National Agency Check (NAC) or equivalent background check.

We are an E-Verify participant.

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.

Applicants who do not meet the qualifications required will not be interviewed and interviews may be limited to best qualified applicants.

Management reserves the right to consider and make additional hiring selections for this specific position from the certified list of eligible candidates within 7 - 14 days of the closing date of this job announcement.

Click the following link to preview the applicant questionnaire: [Preview Applicant Questionnaire](https://fhrnavigator.com/usajobs/vacancy.do?operation=preview&vhr=44011&eca=232)
(<https://fhrnavigator.com/usajobs/vacancy.do?operation=preview&vhr=44011&eca=232>)

Background checks and security clearance

Security clearance

Other

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

Yes

Required Documents

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, description of duties and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.

REQUIRED DOCUMENTS:

- Resume (required)
- Completed Declaration for Federal Employment form. Click here for the form: [OF 306 - Declaration for Federal Employment](#)
(http://www.opm.gov/forms/pdf_fill/OF0306.pdf)
(required)
- Proof of Education - High School Diploma or higher education College and/or University Transcripts (required)
- Letters of Recommendation documents or CYP Reference Letters (2-required)
- If claiming Veteran's Preference, a legible copy of DD-214 Page 4 is required, showing reason for discharge and re-entry codes as well as any other supporting documentation (disability, proof of service, SF-15, etc). is required.
- If claiming Military Spouse Preference, a copy of sponsor's orders is required for NF-03 and below or equivalent. MSP: 1. The MSP Certification Form must be completed and attached to application at time of submission. 2. Military Spousal Preference applies to all positions in pay bands NF 1-3, CY positions, and equivalent Crafts and Trades position for which qualified. [Military Spousal Preference \(MSP\) Form](#)
(<http://www.greatlifeohawaii.com/modules/media/?do=download&id=acf39618-8b89-43eb-9029-cdd235e79569>)
and Military Orders (Dept. of Navy Page 2).
- If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.
- If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#)
(<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](#)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](#)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

We value our employees and consider them to be the greatest asset of our organization. As an employer of choice, we are committed to attracting and retaining the "best of the best" by providing comprehensive benefits that are a valuable part of the total compensation package. Our benefits package includes medical, dental, life insurance,

spouse and dependent life insurance, long-term disability, retirement and 401(k) savings plans, paid vacation and sick time. These benefits are eligible for qualified employees.

<https://www.nafhealthplans.com/enrollment/cnic/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply


To begin the process, click on the Apply Online button to create an account or log in to your existing USAJOBS account.

Please see the "REQUIRED DOCUMENTS" section and review the applicant checklist link to determine if there are other documents you are required to submit. You must submit all required documentation or you will not be considered for the position.

Technical Support

- Check the status of the application system and maintenance schedule here: status.fhrnavigator.com (<http://status.fhrnavigator.com>)
- If you experience technical difficulties applying online, report it here: support@econsys.com ([mailto:support@econsys.com?subject=Apply Online / Commander, Navy Region Hawaii / 20023](mailto:support@econsys.com?subject=Apply+Online+Commander,+Navy+Region+Hawaii+20023))
• The support inbox is monitored Monday through Friday, from 8 AM ET until 6 PM ET.
- Make sure your status in USAJOBS is 'Received' after you submit your application to ensure it was submitted successfully.

Agency contact information

 Commander, Navy Region Hawaii

Phone

[808-422-3784](tel:808-422-3784)
(tel:808-422-3784)

Email

CNI_PRLH_N9HR.FCT@NAVY.MIL
(mailto:CNI_PRLH_N9HR.FCT@NAVY.MIL)

Address

Commander, Navy Region Hawaii
850 Ticonderoga Street, Suite 110
Honolulu, HI 96860
USA

[Learn more about this agency](#)
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Command Navy Region Hawaii (CNRH) offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. CNRH provides competitive salaries, comprehensive benefits, and extensive professional development and training. The mission of the Fleet and Family Readiness (FFR) Programs is to maximize the physical, emotional and social development of the fleet, fighter and family. FFR enables a ready Navy force through its Fleet Readiness, Family Readiness, and Housing Programs. We provide direct and support services to all non-appropriated fund (NAF) employees who work for Morale, Welfare and Recreation (MWR), Child and Youth Programs (CYP), Navy Gateway Inns & Suites (NGIS), Navy Getaways throughout the FFR Program; and Military and Family Support Center (MFSC).

Next steps

Note: The Child and Youth Program Assistant (CYPA) position will be advertised on USA Jobs every two weeks for the Department of Navy Child and Youth Programs located at Joint Base Pearl Harbor Hickam.

To be qualified and considered for this position, please upload all required documents as noted in this advertisement. If your submission is missing required documents, it is recommended to re-apply to the next advertisement cycle to ensure your application is submitted completely with all requirements. CYP Reference letters (2 required) may be handed in during your interview process.

If you should have any questions regarding How to Apply for CYP job positions, please call our NAF Human Resources Dept. Front Desk at (808) 422-3784.

Your application will be reviewed after the closing date of the announcement in which you have applied. The recruitment process will be fast and will take an average of one to two weeks from closing date. Applicants who do not meet the above requirements or do not submit all required forms may not be considered. Due to the volume of applications received, applicants may not be notified of non-selection. Management also reserves the right to cancel the vacancy announcement at any time during the recruitment process.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)