



NRSW FLEET & FAMILY READINESS JOB ANNOUNCEMENT

Announcement #: OC-CL-03	Opening Date: OPEN CONTINUOUS
Job Title: CYP PROGRAM ASSISTANT (ENTRY LEVEL)	Closing Date: OPEN UNTIL FILLED
Series/Grade: CY-1702-01	Salary Range: \$12.94 PER HOUR
Category: FLEXIBLE (0-40 HOURS PER WEEK)	Location: CHILD & YOUTH PROGRAMS, NAWS CHINA LAKE, CA
Area of Consideration: OPEN RELOCATION EXPENSES NOT PAID	

BRIEF DESCRIPTION OF DUTIES: Incumbent will be responsible for the planning and conducting of an effective child development program to meet the physical, social, emotional and intellectual needs of each child in the program. Conducts appropriate play and learning activities to foster individual and group development. Interacts with children during programmed activities. Will review and implement daily schedules and activity plans. Demonstrates, instructs, leads, and facilitates planned and spontaneous programs. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Inventories equipment on a recurring basis. Completes and submits required reports in an accurate and timely manner. Collects, maintains, and reports program participation data. Provides care oversight and accountability of children that complies with established standards, policies, procedures and regulations. Adheres to child admission and release policies and procedures. **May perform other related duties as assigned.**

QUALIFICATION REQUIREMENTS: Prior experience working with children and/or youth preferred. At least 18 years of age and a high school diploma or equivalent. Ability to follow verbal and written instructions and to communicate effectively orally and in writing. Incumbent must have the ability to complete all training requirements within the specified timeframes, obtain a food handler's card, favorably pass a pre-employment physical and to satisfactorily complete background checks. 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.

How to Apply: Submit a NAF application to the NAF Human Resources Office, Building 00021, Blandy Avenue, NAWS China Lake or mail application to Fleet & Family Readiness, 1 Administration Circle Stop 1313, Ridgecrest, CA 93555 or email to chinalake.nafhr@mwrsw.com. Submitted applications will be kept for 90 days. For more information call (760) 939-0882. We reserve the right to close this position without further announcement. Due to volume of applications received, you may not be notified on non-selection.

PARTICIPATION IN DIRECT DEPOSIT UPON EMPLOYMENT IS REQUIRED

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factors. 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 number above. The decision on granting reasonable accommodations will be on a case-by-case basis. Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to a reliable and productive Federal workforce.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER