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CHILD & YOUTH PROGRAM ASSISTANT – Full Time

Announcement Number: 24-12457133

Primary Location: Jackson Park Child Development Center

Pay Range: \$19.34 – \$21.98 per hour (ENTRY, INTERMEDIATE, & TARGET LEVEL)

Open: 6/24/2024 – 7/08/2024

WHAT YOU GET:

- Sign-on Incentive Award of \$500 paid after successful completion of CYP Orientation.
- Up to \$1,750 in Retention Bonuses and Time-off Awards within 12 months of employment.
- Competitive Wages & Benefits
- Full Benefits package for Regular Full-Time and Part-Time employees begin DAY ONE (No waiting period)
- NAF Retirement Savings **AND** 401(k) plan will match up to 3% of your salary
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world
- Make a positive impact on the Military Community

WHAT TO EXPECT:

- Provide appropriate specialized developmental care and instruction for children and youth in one or more Child & Youth programs. This includes the provision of guidance, assistance, and mentoring for the CY Program Assistants.
- Duties may include assisting in the child's arrival and departure from the center, diapering, feeding, toileting, resting, etc.; developing and assisting with games and learning activities; observing and evaluating development levels and maintaining records and other related duties.
- Other duties may be assigned.

WHAT YOU NEED TO KNOW:

- **GSE-02 – Entry Level:** The primary function of this position is to serve as a trainee assisting higher-level employees to provide appropriate developmental care and instruction for children in the Child Development Center. Applicant must be 18 years of age at the time of appointment and be a high school graduate or equivalent (GED). Must be able to lift up to 40 pounds and successfully pass the required security and health checks.
- **GSE 03 – Intermediate Level:** 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 Department of the Navy (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 – Target Level:** Must possess one of the following: A Child Development Associate (CDA) credential or Military School Age (MSA) credential **OR** completion of the DON Standardized Module Training **AND** 12 months of experience working with children and youth **OR** a 2-year degree in Early Childhood Education, Child Development or related field of study. Note: If the incumbent is hired at the GSE04 target position, the incumbent must complete the Navy module program within 18 months.
- Must possess organizational skills necessary for program planning and scheduling. Able to speak, read and write English and possess strong interpersonal skills.

CONDITIONS OF EMPLOYMENT:

- **Must be at least 18 years of age and MUST provide proof of High School Diploma or equivalent, and any additional education, certification, and or training as required prior to placement.**
- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- Ability to favorably pass pre-employment physical, provide evidence of immunization and be free from communicable disease and ability to favorably pass pre-employment drug screening.

OTHER INFORMATION:

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. 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.

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