

# USAF NAF HR: **"We Impact Lives!"**

VACANCY ANNOUNCEMENT #18-031  
NAF HUMAN RESOURCES OFFICE  
310 E KEARNEY BLVD, BLDG 3303  
GOODFELLOW AFB, TX 76908-3218  
(325) 654-5275

[www.nafjobs.org](http://www.nafjobs.org)

**\*\*SAN ANGELO TEXAS\*\***

## **POSITION INFORMATION**

**TITLE: CHILD AND YOUTH PROGRAM ASSISTANT (TARGET LEVEL), CY-1702-02**

**LOCATION: CHILD DEVELOPMENT CENTER**

**CATEGORY: FLEXIBLE (COULD WORK UP TO 40 HOURS/WEEK)**

**SCHEDULE: VARIES AS NEEDED**

**PAY: \$11.68 (MINIMUM)                      \$14.30 (MAXIMUM)**

**OPENING DATE: 26 MAR 2018                      CLOSING DATE: OPEN UNTIL FILLED**

You are responsible for uploading any documentation that supports your preference claim, experience, and/or educational background. **We are not responsible for employment ineligibilities based on missing information or lack of documentation.**

**May hire at the Intermediate or Entry level if no qualified applicants available for Target Level, Review the requirements for all levels in the basic and specialized requirements section.**

## **TARGET LEVEL - DUTIES AND RESPONSIBILITIES**

Serves as a Child and Youth Program Assistant (CYPA) in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth. Plans, coordinates and conducts activities for program participants based on observed needs of individual children and youth ranging in age from 6 weeks to 18 years. Implements activities and special events that meet the physical, social, emotional and cognitive needs of children and youth. Assist children and youth with special projects, homework and life skills. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily skills. Prepares and implements program options for children and youth with special requirements. Develops and implements schedules and plans. Demonstrates, instructs, leads and facilitates planned and spontaneous program activities. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, supervisors and volunteers. Participates in conferences with parents and staff. Briefs other employees and parents. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and models safety, fitness, health and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals, where applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with an authorized person according to written parental instruction. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials and national accreditation tools. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Provides care/supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Ensures compliance with policies and regulations application to AF Child and Youth Programs. Inventories equipment on recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program

participation data. May be required to transport children in government vehicles. Performs other related duties as assigned.

## **BASIC AND SPECIALIZED REQUIREMENTS**

**TARGET LEVEL:** Must be at least 18 years of age, hold a high school diploma (or equivalent) and must speak, read and write English. Must meet specific physical requirements, pass a physical examination, and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate, and satisfactorily complete installation, state and national criminal background checks. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children/youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport children.

**SPECIALIZED REQUIREMENT:** Six months experience equivalent to the CY-02 level working in a group program for children or youth. Completion of the AF Modules; or, 30 semester hours above the high school level which included at least 15 semester hours in early childhood education, youth development, or related fields.

**INTERMEDIATE LEVEL:** Must be at least 18 years of age, hold a high school diploma (or equivalent) and must speak, read and write English. Must meet specific physical requirements, pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate, and satisfactorily complete installation, state and national criminal background checks. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children/youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport children.

**SPECIALIZED REQUIREMENT:** Six months experience equivalent to the CY-01 level working in a group program for children or youth. Completion of 3 AF modules (or equivalent) and AF Orientation Training Program; or, 15 semester hours above the high school level in early childhood education, youth development, or related field.

**ENTRY LEVEL:** Must be at least 18 years of age, hold a high school diploma (or equivalent) and must speak, read and write English. Must meet specific physical requirements, pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate, and satisfactorily complete installation, state and national criminal background checks. Little or no previous training or experience is required. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children, youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport children.

**HOW TO APPLY:** Anyone interested in applying for the position should apply online at <http://NAFJobs.org>. Applicants claiming **Veteran's Preference** will need to upload or fax a copy of their DD 214, **Member Copy For Military Spouse Preference**, applicants need to upload or fax a copy of their spouse's orders assigning him/her to Goodfellow AFB. The fax number is 325-654-5529.

Goodfellow Air Force Base and the U.S. Air Force are equal opportunity employers. All qualified candidates will be considered regardless of race, color, religion, sex, national origin, age or disability. **This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.** All applicants selected for NAF positions must complete employment eligibility verification as required by the U.S. Department of Citizenship and Immigration Services.

"Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable, will not be appointed."

\*\*Internal NAF applicants pay may be set according to applicable NAF pay setting rules NOTE: For current appropriated fund (APF) employees, portability pay setting rules apply (REF: AFMAN 34-310, NAF Personnel Program Management and Administration Procedures, para 13.6.2.2)