Amended on 04/06/2022 to update the minimum hourly rate in accordance with CNIC memo dated 03/25/22 and to delete note #9 requiring COVID-19 vaccination for all Federal employees to ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated depending on the course of ongoing litigation.

US NAF Part-Time Position

Child & Youth Program Assistant

CY-01 (Entry Level): $16.70
CY-01 (Intermediate Level): $17.70
CY-02 (Target Level): $18.76 - $22.50
Location: Child and Youth Program (Marinai Youth Complex)

Official Position Title: Educational Aid/Technician, CY-1702-I/CY-1702-II
Announcement #: NUS-22-003A
Opening Date: 24 January 2022
Closing Date: Open Continuous

NAF Human Resources Office
Fleet and Family Readiness Department
Sigonella NAS 1 BLDG. 157
Phone: 095-56-0522 DSN 624-0522

Notes:

1. There are several regular part-time positions that may be filled at the entry, intermediate or target level. If filled at the lower level, incumbent may be non-competitively promoted to the higher level upon meeting qualification requirements.
2. This is a Test Designated Position being subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.
3. Selected candidates will be required to satisfactorily complete Criminal History Background Checks and pass a pre-employment physical examination as conditions of employment.
4. 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 of Immunization Practices (ACIP), which includes the influenza vaccine.
5. Incumbent must be able to complete all Department of the Navy (DoN) training requirements within the specified timeframes.
6. Candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter.
7. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
8. Work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds and may require to drive a motor vehicle (**Attach copy of driver's license to application**).

How to Apply: Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment.
Veterans must submit copy of DD-214 (and SF-15 if claiming 10-Point preference).
Male candidates born after December 31, 1959, and at least 18 years of age, are required to certify that they have registered with the Selective Service System **(Attach proof of registration).**
Please make sure your résumé contains all the required information listed on the Instruction page.

Area of Consideration: U.S. citizens in the commuting area who are authorized command-sponsored dependents of civilian or military personnel.

Description of Duties: Provides appropriate developmental care and instruction for children and youth ranging in age from six weeks to eighteen years in a Child and Youth Program setting. The following duties are developmental in nature and designed to increase knowledge of child care duties and responsibilities, to provide experience and to develop skills for advancing to the higher-level positions. Develops schedules and activity plans. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child's or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. May help arrange for and serve appropriate snacks or meals. Interacts with children and youth using approved child and youth development techniques. Maintains control of and accounts for whereabouts and safety of children and youth. Supervises children and youth during daily schedules 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 in the case of suspected incidences of child abuse and neglect. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Performs other related duties as assigned.

Qualification Requirements:

- **Applicants must be able to speak, read, and write in English.**
- **Must be at least 18 years of age and possess a high school diploma or equivalent.**

ENTRY LEVEL (CY-I): At this level no prior work experience is required, although prior experience working with children and/or youth is preferred.

INTERMEDIATE LEVEL (CY-I): Six (6) months of experience working with children or youth in a child or youth setting **AND** completion of Navy Entry Level training requirements or equivalent.

TARGET LEVEL (CY-II): Twelve (12) months of experience working with children or youth

AND

completion of DoD Standardized Training courses **or** Child Development Associate (CDA) credential **or** Military School-Age (MSA) credential **or** a 2-year degree in Early Childhood Education, Child Development or related field of study, which can include Youth Recreation, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, Physical Education or other degrees as appropriate.

To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

Non-Appropriated Fund (NAF) Human Resources (HR) Office
U.S. Naval Air Station Sigonella (NAS I) Bldg. 157
Phone numbers: Com. 095-56-0522 DSN 624-0522

INSTRUCTIONS FOR U.S. APPLICANTS

- **Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/MWR-Jobs**
  It is your responsibility to submit a complete application package. Incomplete or incorrect information may affect the status of your application.
- **If you wish to use education as a substitution for experience submit a copy of your transcripts.**
- **Résumé and supporting documents must be received by the closing or cut-off date of the announcement and will not be returned.**
- **Two relatives may not be permitted to work in the same section.**
- **Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.**
- **Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.**
- **All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.**

INFORMATION REQUIRED ON RÉSUMÉ

- **Announcement number, location, title and grade of the job for which you are applying.**
- **Full name, mailing address (with 9-digit zip code), local phone numbers and e-mail address**
- **Country of citizenship**
- **Scheduled rotation date**
- **High school name and address and date of diploma or GED**
- **Colleges and universities name and address. Type the date of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hours)**

GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:

- **Job title (include series/grade if Federal)**
- **Employer's name and address**
- **Starting/ending dates and hours per week**
- **Detailed description of duties**

You can submit your application package to the NAF HR Office or to the email address: mwrjobs_sigonella@eu.navy.mil. It is the applicant's responsibility to verify that documents are received. For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or Thursdays from 1300 to 1530.

Revised Jun 2022