



Navy Region Europe, Africa, Central  
NAF Human Resources  
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## VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

<b>ANNOUNCEMENT NO.</b>	EUR22-058R
<b>POSITION TITLE</b>	CYP Assistant Director
<b>SALARY</b>	\$19.50 to 23.98 per hour, Plus Post Allowance & Recruitment Bonus if eligible
<b>EMPLOYMENT CATEGORY</b>	Regular Full-time
<b>LOCATION</b>	Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare & Recreation (MWR); Child & Youth Programs (CYP); NSA Naples CYP
<b>AREA OF CONSIDERATION</b>	Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.
<b>OPENING DATE</b>	18 APRIL 2022
<b>CLOSING DATE</b>	02 MAY2022

**Note:** *The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.*

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**INTRODUCTION:** Fleet and Family Readiness is looking for the best and brightest to join our TEAM! The Navy team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms by enhancing the quality of life for Sailors, their families, and others in the Navy Community. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training.

Child and Youth Programs (CYP) are responsible for providing safe, happy and nurturing care for children. Navy Child and Youth Programs provide high quality educational and recreational programs for children and youth. Teams of caring, knowledgeable professionals plan developmentally appropriate programs that are responsive to the unique needs, abilities, and interests of children. Our staff fosters a sense of independence, trust, and responsibility within each child through understanding and respectful interactions. Likewise, through positive relationships, our programs respect and support the ideals, cultures, and values of families in their task of nurturing children. Child and Youth Programs (CYP) are responsible for providing safe, happy and nurturing care for children. Navy Child and Youth Programs provide high quality educational and recreational programs for children and youth. Teams of caring, knowledgeable professionals plan developmentally appropriate programs that are responsive to the unique needs, abilities, and interests of children. Our staff fosters a sense of independence, trust, and responsibility within each child through understanding and respectful interactions. Likewise, through positive relationships, our programs respect and support the ideals, cultures, and values of families in their task of nurturing children and youth. We are advocates for children, families, and the child and youth professionals within our programs and surrounding communities.

The purpose of the Child and Youth Program (CYP) Assistant Director position is to assist the CYP director of the Child Development Center (CDC) to administer a developmentally appropriate CDC program.

**MAJOR DUTIES AND RESPONSIBILITIES:** Major duties and responsibilities of the CYP Assistant Director include program management, budgeting and financial management, personnel management, program operations, interactions and relationships, and compliance. These tasks are summarized below.

Program Management - Assist with the development and supervision of a developmentally appropriate CDC program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Assist in providing program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards. Assists in interpreting and applying child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment. Performs full scope of supervision for three or more CYP leads and assistants.

Budgeting and Financial Management - Assists in overseeing the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and nonappropriated funds. Adheres to authorized methods of acquisition.

Personnel Management - Supervises a staff of three or more typically comprised of: Program Assistants, Food Service Workers, and Operations Clerks. At CDC Director direction, the incumbent: Initiates and implements personnel actions and supports the CYP Director in order to assure quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers. Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies. Resolves complaints related to personnel and makes recommendations to the Director for corrective action as necessary. Develops staffing schedule in accordance with established ratios and group sizes and submits it to supervisor for approval. Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training.

Program Operations - Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Assists with implementation of these SOPs. Assists with establishing and implementing combined Parent Involvement Board (PIB). Gives input into the development of CYP employee and parent handbooks and assists with the distribution of these handbooks.

Interactions and Relationships - Assists in establishing a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Models appropriate behaviors and techniques for working with children and youth when working with CY Program Assistants and Leaders. Interacts professionally with employees, parents, volunteers and local installation command personnel. Participates actively and positively in managing and resolving issues with parents, volunteers, and/or employees.

Compliance - Assists with implementation and support of policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards. Assists in ensuring compliance with law, policies, and regulations applicable to DoD CYP programs. Assists in obtaining and retaining DoD certification and accreditation. In the absence of the Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight.

**QUALIFICATION REQUIREMENTS:** Must be at least 18 years of age and possess a

Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent **AND** 3 years of experience in the child and/or youth profession.

**OR**

A 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate **AND** 2 years of full-time experience working with children and/or youth.

**OR**

A four-year degree or higher in these areas **AND** 1 year of full-time experience working with children and/or youth.

**KNOWLEDGE REQUIRED BY THE POSITION:** Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 6 weeks to 18 years of age. Knowledge of child and youth development principles, practices, and techniques. Knowledge of Federal and State laws governing the detection and prevention of child abuse and/or neglect. Skill in program planning, organizing, and employee scheduling. Skill working with military families and an understanding of military lifestyles is preferred. Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skill. Ability to identify and respond to emergencies including evacuations, child illness, and physical and emotional disorders. Ability to maintain records and reports. Ability to safeguard and account for monies and equipment. Ability to supervise others.

**CONDITIONS OF EMPLOYMENT:** 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.

In accordance with the Department of the Navy Test Designated Position, listing issued 7 October 2003 this position is 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.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Incumbent must satisfactorily complete all background checks for federal childcare positions, including a National Agency Check with Inquiries (NACI), criminal history checks to include fingerprints, and installation record checks.

Incumbents will be automatically disqualified for a conviction (either civilian or military to include any general, special or summary court-martial or non-judicial punishment) for a sexual offense, a felony drug offense, or any criminal offense involving a child victim. Automatic disqualification also applies if the incumbent has been found negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive

Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

A sign-on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRE onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and a final incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

All selections are contingent upon satisfactory employment reference checks.

**BENEFITS:** A comprehensive benefits package is available.

**HOW TO APPLY:** Interested applicants may apply via [www.usajobs.gov](http://www.usajobs.gov). Application package must include resume, education transcripts, OF-306, Official Orders, No Fee Passport, Italian Visa, Sojourner's Permit, DD-214, Military Spouse Preference Form (if applicable) and for current DoD employees most recent SF-50. For questions or concerns email at [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil).

*The Department of Navy (DON) 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, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.*