



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

ANNOUNCEMENT NO.	25-058 ***MULTIPLE POSITIONS***
POSITION TITLE	EDUCATION AID Ua-1702-07/06 or Ua-1702-06
SALARY	Ua-07 Euro 2,318.08 – Euro 2,475.31 per month plus applicable allowances. Ua-06 Euro 2,402.90 – Euro 2,573.90 per month plus applicable allowances.
EMPLOYMENT CATEGORY	FULL-TIME TEMPORARY
LOCATION	Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare and Recreation Dept., CYP Division, Naples, Italy
AREA OF CONSIDERATION	Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.
OPENING DATE	17 December 2024
CLOSING DATE	31 December 2024

INTRODUCTION The purpose of the Child and Youth (CY) Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Child & Youth Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by the entry level and intermediate level Education Aids (Child & Youth Program Assistants), UA-1702-7. Ensures that program plans and activities incorporate the observed needs of individual children and youth. 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 dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Cares for children and youth with special needs as directed by the supervisor. Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable.

QUALIFICATIONS & REQUIREMENTS:

Ua-07: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Applicants must have a minimum of six months of general experience. General experience is which indicates ability to acquire the particular knowledge, and skills needed to perform the duties of the position.

Ua-06: Incumbents must have completed the DoN Standardized Module Training AND have 12 months of experience working with children and youth.

To receive credit, you must fill out the required fields on the "Employment Application" form.)

KNOWLEDGE REQUIRED BY POSITION:

Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth.

Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth.

Skill to promote and foster effective working relationships with children and youth and coworkers.

Skill to work cooperatively as a member of a team.

Ability to follow verbal and written instructions.

Ability to communicate effectively in English, both orally and in writing.

Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

ADDITIONAL REQUIREMENTS:

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.

Must obtain appropriate credentials as required.

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

Satisfactorily complete all equivalent background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI). Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs

HOW TO APPLY:

Application **MAY ONLY BE SUBMITTED VIA E-MAIL**. NAF HRO will **NOT** accept 'hard copy' applications. Submit your application to: usn.naples.cnr-aurafcentnpl-it.mbx.n9-naf-human-resources@us.navy.mil

Please read the Instructions by clicking on the following link, before submitting your application
https://cnreaurafcent.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local_National_Vacancies/Forms/NEW%20INSTRUCTIONS%20AS%20OF%201%20JULY%202024.pdf?ver=fz5rqlghQPRQ7iq2z00U6Q%3d%3d

The new application form may be downloaded from:

<https://cnreaurafcent.cnic.navy.mil/About/Job-Openings/NAF-Positions/>

The application form and instructions on how to apply have been revised as of 1 July 2024.

Applications that do not conform to the revised instructions will not be considered.

Any prior editions will be obsolete and will no longer be considered.

The subject line of your email **MUST** contain the vacancy announcement number and title (e.g. 24-009, Program Analyst);

Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are **NOT** necessary and must not be sent);

The email and the attached application cannot exceed a maximum of 10MB;

Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.