



Navy Region Europe, Africa, Central  
NAF Human Resources  
PSC 817 BOX 108  
FPO, AE 09622-0108

## **VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION**

|                              |                                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ANNOUNCEMENT NO.</b>      | 26-164                                                                                                                                                 |
| <b>POSITION TITLE</b>        | EDUCATION AID<br>Ua-1702-07/06 or Ua-1702-06                                                                                                           |
| <b>SALARY</b>                | Ua-07 Euro 2,357.20 – Euro 2,514.43 per month plus applicable allowances.<br>Ua-06 Euro 2,443.46 – Euro 2,614.46 per month plus applicable allowances. |
| <b>EMPLOYMENT CATEGORY</b>   | <b>FULL-TIME PERMANENT</b>                                                                                                                             |
| <b>LOCATION</b>              | Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare and Recreation Dept., CYP Division, CDC Gricignano D'Aversa, Italy  |
| <b>AREA OF CONSIDERATION</b> | Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.                            |
| <b>OPENING DATE</b>          | <b>24 August 2026</b>                                                                                                                                  |
| <b>CLOSING DATE</b>          | <b>06 September 2026</b>                                                                                                                               |

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**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:**

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.

It is desirable that the incumbent obtains appropriate immunization against communicable diseases in accordance with recommendations from the competent physician (medico competente) and from the advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

## **HOW TO APPLY:**

The application form and instructions on how to apply have been revised as of 19 August 2024.

Applications that do not conform to the revised instructions will not be considered. Application must be submitted in English language. Applications in Italian language will not be considered.

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

Please read the Instructions by clicking on the following link, before submitting your application [https://cnreurafcenit.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local\\_National\\_Vacancies/Forms/NEW%20INSTRUCTIONS%20AS%20OF%201%20JULY%202024.pdf?ver=fz5rqlqhQPRQ7iq2z00U6Q%3d%3d](https://cnreurafcenit.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local_National_Vacancies/Forms/NEW%20INSTRUCTIONS%20AS%20OF%201%20JULY%202024.pdf?ver=fz5rqlqhQPRQ7iq2z00U6Q%3d%3d)

The new application form may be downloaded from: <https://cnreurafcenit.cnic.navy.mil/About/Job-Openings/NAF-Positions/>

The subject line of your email MUST contain: your LAST and FIRST name and the vacancy announcement number and title (e.g. Rossi, Mario, 24-009, Program Analyst);

Applicants will receive an automatic e-mail within 24 hours of submitting their Employment Application, it is applicant's responsibility to contact NAF HRO at: [usn.naples.cnr-eurafcenit-it.mbx.n9-naf-human-resources@us.navy.mil](mailto:usn.naples.cnr-eurafcenit-it.mbx.n9-naf-human-resources@us.navy.mil) or via telephone 314-626-4164/COMM: 081-568-4164.

Any incident after the closed date of the Job Announcement will result in the request not being considered. There will not be exceptions to this rule.

Application must be submitted by the closing date of the vacancy announcement.

Late applications will not be accepted.