



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460
 E-MAIL: Quantico.vacancies@usmc-mccs.org
 WEB SITE: www.quantico.usmc-mccs.org

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| POSITION: | Child & Youth Program Assistant | | |
| ANNOUNCEMENT #: | 400FL-MFS | OPEN: | Open continuous |
| LOCATION: | Child Development Center | CLOSE: | Open continuous |
| WHO MAY APPLY: | ALL SOURCES | SALARY: | *MINIMUM STARTING PAY CY-1 \$11.63 CY-1 \$12.33 CY-2 \$14.25 |
| TYPE OF APPOINTMENT: | FLEX, Non-Exempt | HOURS: | Monday thru Friday: 0600 – 1800. ** Hours subject to change based on business requirements** |
| <input checked="" type="checkbox"/> Background Check Required | <input checked="" type="checkbox"/> Health Card Required | <input type="checkbox"/> Valid Virginia Drivers License Required | |

DUTIES AND RESPONSIBILITIES: Serves as Child and Youth Program Assistant (CYPA) in one or more child and youth programs. Performs routine simple and/or repetitive established tasks following verbal and written instructions, under close supervision of higher-level employees. Maintains control of and accounts for whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Interacts professionally with staff members, parents and the Command. Assists in maintaining program participation data and completing required daily reports. Provides care/supervision, oversight and accountability for program participants in compliance with DoD Service and local policies, guidance and standards.

Assists in establishing a program environment that promotes positive child and youth interactions with other children, youth and adults. Conducts appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, finger plays, and other activities. Interacts with children during programmed activities. Interacts with children and youth using approved child guidance and youth development techniques. 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. Notifies supervisor on health, fire and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals where applicable.

Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Helps create adult-made games and play materials (i.e., mixing paint, play dough; assembling props for dramatic play, activities, etc.), and assists with developing a list of needed supplies and equipment for submission to the supervisor.

PHYSICAL DEMANDS:

Long periods of standing, walking, stooping, bending, and sitting on the floor are required. Lifting up to 45 pounds may be required.

WORK ENVIRONMENT:

The work is accomplished in an indoor environment that is adequately heated, lighted, ventilated, and air-conditioned. The work also requires the incumbent to be outside. This includes up to an hour in the summer before 11:00 a.m. and after 3:00 p.m. and 30 minutes in cold weather in temperatures no lower than 32 degrees. In addition, children may expose the incumbent to rough housing.

MINIMUM QUALIFICATIONS: ALL LEVELS: Must have a high school diploma or equivalent (**copy must be attached to application**) and be able to speak, read, and write English at a level to adequately execute health and safety directions and implement development activities. Applicant must be 18 years of age at the time of appointment. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Ability to pass a physical exam and get required immunizations. Applicant must be able to obtain a Food Handler’s Certificate. Must be able to completion all Base Installation, State, and Child National Agency Checks in satisfactory. Applicants must be able to complete mandatory training in a timely manner. Ability to demonstrate knowledge of proper procedures for: emergencies to care for injured children; implementation of safety and sanitation practices; management of indoor and outdoor hazards; maintaining child accountability; reporting child abuse and providing developmental activities to enhance a learning environment.

CY-1 (GSE-02): Must have a high school diploma or equivalent, and at least three (3) months experience working with children in a formal setting.

CY-1 (GSE-03): Must have at least six (6) months experience working with children OR nine (9) semester hours of college credit in this field. (If claiming college hours, a copy of transcript must be attached to application.)

CY-2 (GSE-04): Must have eighteen months of specialized experience and possess 15 semester hours of college credit in this field. (If claiming college hours, a copy of transcript must be attached to application), or has completed and holds a CDA certificate

GENERAL INFORMATION:

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

MCCA is a Drug-free workplace. The use of illegal drugs by MCCA employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

FILING INSTRUCTIONS:

All candidates must submit a completed MCCA application to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397.

Fax: 703-784-3460. E-mail: Quantico.vacancies@usmc-mcca.org, **a copy of high school diploma must be attached to be**

considered for this position.

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT MAY **BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*