



**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](mailto:Quantico.vacancies@usmc-mccs.org)  
 WEB SITE: [www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

<b>POSITION:</b>	<b>Youth Program Assistant</b>		
ANNOUNCEMENT #:	414FL-MFS	OPEN:	Open continuous
LOCATION:	Youth Center	CLOSE:	Open continuous
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$11.63-\$14.25 per hour
TYPE OF APPOINTMENT:	FLEX, Non-Exempt	HOURS:	HOURS: Monday-Saturday 0600-0830 split shift 1400-1800 Sat 1000-1600 Friday & Saturday 1830-2200 ** 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.

Receives children from parents. Notes all special instructions that parents may provide. Maintains an accurate count of children at all times. Attends to the physical needs of the children (i.e., diapering, feeding, toileting, resting, etc.). Rocks and holds babies, and assists children during family-style meals. Notifies the supervisor or Facility Director of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect. Helps children collect their belongings when they depart. Ensures that each child leaves with a parent or someone authorized to take the child.

Completes designated training requirements within designated time frames. Completes the required background checks and maintains updated checks to include the Child and Youth National Agency Check with Inquiries (CNACI). Participates in program evaluation as required. Assists in achieving and maintaining DoD certification and national accreditation where applicable.

Provides superior customer service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks

for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the supervisor or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Performs other related duties as assigned. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

**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 :** Be 18 years of age. Possess a High School Diploma or equivalent. Ability to speak read and write English. Ability to pass a physical exam and get required immunizations. Ability to obtain a Food Handler's Certificate. Satisfactory completion of Installation, State, and Child National Agency Checks. Ability to complete mandatory training. 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.

**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 complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397. Fax: 703-784-3460. E-mail: [Quantico.vacancies@usmc-mcca.org](mailto:Quantico.vacancies@usmc-mcca.org)

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