



JOB TITLE	CYP Teen Coordinator
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR17-0470A
SALARY RANGE	\$16.94 - \$19.20 Hourly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Monday, November 13, 2017
CLOSING DATE	Monday, November 20, 2017
SERIES & GRADE	NF-1702-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

****This is a re-advertisement of announcement FFR17-0470 which closed on July 20, 2017.
Applicants who previously applied MUST RE-APPLY to receive further consideration.**

JOB SUMMARY

This position is a Child and Youth Programs (CYP) Teen Coordinator. The purpose of the position is to plan, organize and provide a supervised social, recreational and educational program for youth ages 13-18 that meets the interests and needs of all children and youth. Teen activities include, but are not limited to special events, open recreation, pre-teen and teen clubs, classes, trips, dances, educational and other programs that meet the developmental and leisure needs of youth and teens. The incumbent works under the supervision of the Youth Director and is expected to operate with minimum supervision toward the overall objective of administering the CYP teen activities. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements.

DUTIES AND RESPONSIBILITIES

Assists with the development and supervision of a developmentally appropriate teen program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Establish activities that foster development through both educational and recreational program activities. Develops daily activity plans for the youth and teens (ages 13- 18) to include structured activities such as art, social games, music, drama, technology, and special projects that are inclusive of dependent youth of Department of Defense (DoD) military personnel living on and off the installation. Develops and offers programs related to the core program areas presented in the OPNAV and implements programs required by the Department of Navy (DoN) such as Boys and Girls Clubs of America (BGCA) or 4-H required programs. Develops, organizes and conducts special interest activities such as special events, dances and trips that may include parents and other family members. Develops a plan for and implements CYP fitness and sports activities based on the expressed and observed needs and interests of dependent children and youth of DoD military personnel living on and off the installation. Recruits and conducts training seminars for coaches and officials as needed. Develops and submits a monthly calendar of all teen, fitness and sports activities and events for approval by the Youth Director. Involves youth and teens in the planning process to ensure the activities offered meet the social and recreational needs and interests of the age groups served. Collaborates with other military installations in planning developmentally appropriate regional teen activities, as applicable. Assists in establishing a system that ensures achievements of youth are recognized formally and informally. Collects information regarding actual and potential participant interests and needs and makes recommendations for improvement. Provides information to patrons about programs, policies, procedures, and fees. Maintains appropriate records and reports of participation, payments, and permission slips. Ensures space is available and adequate to meet all programming needs and is reflective of and inviting to youth and teens. Prepares the facility or outdoor space for scheduled activities and ensures all safety requirements are met prior to use of the area. Secures the necessary supplies and equipment to support the programs and activities offered and ensures all equipment and supplies are age-appropriate and in good condition.

Maintains control of indoor and outdoor equipment, games and supplies used for teen programs and ensures that all equipment and supplies are stored properly. Inventories supplies and equipment on a recurring basis and recommends replenishing those that are damaged, missing, or depleted. Reports any unsafe equipment and/or environmental discrepancy to supervisor and removes items if applicable. Establishes a program environment that enhances physical, emotional, social, and cognitive skills, sustains participant interest and promotes positive interactions between children, youth and adults. Ensures appropriate sportsman-like conduct is modeled by CYP employees, volunteers, and participants. Uses appropriate child and youth guidance techniques that encourages positive social interactions, promotes conflict resolution, and develops self-control, self-motivation and self-esteem. 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. Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Supervises teen activities and enforces rules and regulations concerning dress, conduct, and equipment and game rules. Ensures activities promote the social, emotional, physical and cognitive growth of youth and teens. Publicizes upcoming teen, fitness and sports events and activities and ensures opportunities offered in the community are communicated and shared with families. Visits local housing areas to make contact with teens in order to encourage their participation in the teen program. Assists in the development of a youth sponsorship program to identify and integrate dependent youth of DoD military personnel who are new to the installation to include outreach, newcomer orientation, and peer-to-peer opportunities. Assists children and youth transferring into the area to locate the resources they need either on-base or through local resources. Supervises a staff of three or more typically comprised of Program Assistants and Operations Clerk. At the Youth Director's direction, the incumbent: initiates and implements personnel actions and supports the YF Coordinator 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; and establishes local performance standards for employees and volunteers using established standards and requirements and rates employees' performance. Resolves complaints related to personnel and makes recommendations to the Director for corrective action as necessary. Develops staffing schedule and submits it to supervisor for approval. Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provides or makes provisions for training to accomplish those needs, and assesses application of training. Assists with ensuring training is competency-based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential, Military School-Age (MSA) credential or college level classes. Ensures compliance with all fire, safety and security rules and regulations. Ensures compliance with law, policies, and regulations applicable to DoD CY programs. In the absence of the Youth Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight. Assists in preparation of grant applications for additional funding. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidents of child abuse and neglect. Performs other duties as assigned.

QUALIFICATIONS PREFERRED

In accordance with DoDI 6060.4, an incumbent must be at least 18 years of age with a high school diploma or equivalent.

A Child Development Associate (CDA) credential, Military School-Age (MBA) credential or equivalent AND 3 years of experience where the incumbent displays knowledge of a competency in developmentally appropriate programming.

OR

2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, 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 or youth.

OR

4 year degree in any of the above fields of study AND a minimum of 1 year of experience working with children or youth.

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.

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

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.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be 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.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navy.mwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navywmwryokosuka.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.