



**EMPLOYMENT OPPORTUNITY  
NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO:** MWR 009/2017

**POSITION:** CYP ASSISTANT, ENTRY/INTERMEDIATE/TARGET LEVEL CY-1702-01/02 (GSE 02/03/04) FULL TIME POSITIONS (2) \$11.48. \$12.53 & \$14.07 PER HOUR (35-40 hours Per week)

**LOCATION:** Child Development Center, Morale, Welfare, and Recreation Department, NAS Kingsville, TX

**AREA OF CONSIDERATION:** ALL QUALIFIED APPLICANTS & SPOUSE ELIGIBLE

**Opening Date: 18 JAN 17      Closing Date: 01 FEB 17**

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**INTRODUCTION:** This is a statement difference to the base position, CYP Assistant entry/intermediate (CYP). This position is the entry position leading to the full-performance position, CYP Assistant Target Level, GSE-1702-04. In this capacity, the position assists in providing safe environments and activities to children AND Youth ages 6 weeks TO 18 years old in a child and youth setting. Successful completion of Department of Defense (DoD) and Department of Navy (DON) standardized training is a condition of employment (to include child development training modules). Work is continually reviewed and evaluated in detail for attainment of training objectives and readiness for further training.

**DUTIES:** The duties of this position are developmental in nature and designed to provide experience to qualify for higher level CYP positions leading to the full performance position. Must be able to communicate effectively both orally and in writing. Must be able to attain training certificates for CPR, First aid and child abuse prevention within 30 days of employment. Promotes and fosters effective relationships with children and co-workers. Work cooperatively as a member of a team. Knowledge of basic child development principles as they relate to children's physical, social, emotional and intellectual development (which requires some previous training or experience). Applicant will also perform other duties as assigned within the child care development center.

**EMPLOYMENT REQUIREMENTS:** 18 years of age and high school graduate or equivalent required, experience working with young children preferred. Speak, read and write English. Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunizations against communicable diseases in accordance with recommendations from advisory committee on immunization practices (ACIP), which includes the influenza vaccine. Test designated position: In accordance with the Department of the Navy test designated position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position. 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 background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI). Must satisfactorily obtain or complete required training certifications or credentials required by Federal, state or national accreditation institutions utilized as part of DoD's child and youth programs. Possess and maintain ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on routine basis. Applicant must complete all Navy child development orientation, initial, annual, and on-going training requirements within the specified time-frame to include CPR, First Aid and child abuse and neglect recognition/prevention. Most of the work is done in classroom settings, and no special physical demands are made upon the incumbent.

**As a condition of employment, the selectee will be required to participate in the direct deposit/electronic fund transfer within the first 30 days of employment.**

**HOW TO APPLY:** Forward resume and an "OF-306" Application and a Non-appropriated fund application (NAF) to e-mail address: KNGV\_MWRPERS@navy.mil, or mail to: NAF Personnel, NAS Kingsville, 601 Nimitz Avenue, Bldg. 3766, Kingsville, TX 78363. Website for applications: [navymwrkingsville.com](http://navymwrkingsville.com).

We are an E-Verify Employment Verification participant.

**THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER MERIT FACTOR.**