

# Child and Youth Program Assistant (Entry Level 2, Skill Level 3, Target Level 4) CY-01/02

DEPARTMENT OF THE ARMY

U.S. Army Joint Munitions Command

## Open & closing dates

🕒 06/26/2018 to 07/10/2018

## Salary

\$12.34 to \$15.25 per hour

Rate of pay is determined based on the education and experience as identified in the qualifications for each of the 3 levels (Entry/Skill/Target)

## Pay scale & grade

CY 1 - 2

## Work schedule

Part-Time

## Appointment type

Permanent

## Locations

Few vacancies in the following location:

**McAlester, OK**

## Relocation expenses reimbursed

No

## This job is open to



### The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

## Clarification from the agency

U.S. and Non U.S. Citizens

**Announcement number**

SWNAFBT1810246773

**Control number**

503543600

## Duties

**Summary**

The Area of Consideration for this vacancy announcement is Worldwide. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)

This position is located in the Child Development Center Programs at McAlester Army Ammunition Plant located in McAlester, OK.

**Responsibilities**

- Serves as a Child and Youth Program Assistant (CYPA) in one or more CYS programs.
- Maintains control of and accounts for whereabouts and safety of children and youth.
- Assists in providing and leading planned activities for program participants.
- Helps establish a program environment that promotes positive child and youth interactions with other children, youth and adults.
- Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events.
- Assists in maintaining program participation data and completing required daily reports. Provides care/supervision, oversight, and accountability for program participants in compliance with DoD, Army and local policies, guidance, and standards.

**Travel Required**

Not required

**Supervisory status**

No

**Promotion Potential**

2

**Job family (Series)****[1702 Education And Training Technician](https://www.usajobs.gov/1702)**<https://www.usajobs.gov/Search/?j=1702>

## Requirements

**Conditions Of Employment**

- Direct Deposit and Social Security Card is required
- Meet qualification/eligibility/background requirements for this position
- A one year probationary period may be required
- Satisfactorily complete an employment verification (E-Verify) check
- Completed and signed DA Form 3433 is required prior to entrance on duty
- A physical is and TB Skin Test is required
- Must be able to obtain and maintain a CNACI background investigation
- Must be 18 years of age at time of employment. Satisfactory completion of pre-employment background checks in accordance with AR 215-3, 2-15, and a Child Care Tier 1 background investigation is required
- Must have current health assessment which documents good mental and physical health, freedom from communicable disease, and immunizations IAW current Army and DoD policy including annual influenza vaccinations
- For positions in Child Development Centers, possess and maintain the physical ability to lift and carry up to 40 lbs., walk, bend, stoop, and stand on a routine basis
- Incumbent is legally required to report all suspected incidents of child abuse/neglect
- Individuals who have been trained will be required to administer routine and rescue medications prescribed by a physician to children, perform CPR and first aid, and aid in providing a reasonable accommodation to children/youth with a special need
- Travel to on and off post locations may be required. Schedule may include irregular hours, evenings, and/or weekends. Duties involve working both indoors and outdoors
- Successful completion of Entry Level training requirements within prescribed time frame and demonstrated on the job competence is required before non-competitive advancement to the next level of responsibility (CYPA Skill Level 3)
- Successful completion of Entry Level training requirements within prescribed time frame and demonstrated on the job competence is required before non-competitive advancement to the next level of responsibility (CYPA Target Level-4)
- Successful completion of Annual training requirements within the prescribed time frame and demonstrated on the job competence is required

## Qualifications

### **Entry Level Requirements:**

Candidate must:

- Possess a high school diploma or GED certificate.
- Be able to communicate effectively in English, both orally and in writing.

### **Skill Level Requirements:**

Candidate must:

- Possess a high school diploma or GED certificate.
- Be able to communicate effectively in English, both orally and in writing.

In addition to the above, candidate must possess:

Three months of experience working in a group program with children or youth, plus Army or other military service Entry Level Training as evidenced by service-issued Certificate of Completion.

**OR**

Six months of experience working in a group program with children or youth, plus nine (9) semester hours of college credit with course content directly related to the age group to which assigned, for example: Child Development Centers: Early Childhood Education/Child Development, Elementary Education, Special Education. School Age: Elementary Education, Child Development, Youth Development, Special Education.

Youth Services: Youth Development, Secondary Education, Human Development, Youth Program Administration, Recreation, Physical Education, or directly-related behavioral or cultural science (developmental psychology, child psychology/sociology, sociology of the family, gender identity, parenting. General psychology/sociology coursework is not qualifying). One year vocational certificate in child care or equivalent to other child/youth programs meets the intent of the education requirement.

**Target Level Requirements:**

- Possess a high school diploma or GED certificate.
- Be able to communicate effectively in English, both orally and in writing.

In addition, candidate must:

Possess 18 months of experience working in a group program with children or youth, plus Army or other military service Foundation Level Training as evidenced by service-issued Certificate of Completion.

**OR**

Possess 18 months of experience working in a group program with children or youth, plus an associate's degree or least 60 semester hours of college credit which included a major course of study (24 semester hours) with content directly related to the age group to which assigned, for example: Child Development Centers: Early Childhood Education/Child Development, Elementary Education, Special Education. School Age: Elementary Education, Child Development, Youth Development, Special Education. Youth Services: Youth Development, Secondary Education, Human Development, Youth Program Administration, Recreation, Physical Education, or directly-related behavioral or cultural science (developmental psychology, child psychology/sociology, sociology of the family, gender identity, parenting. General psychology/sociology coursework is not qualifying).

**OR** one of the following:

1. A bachelor's degree or at least 120 semester hours which included a major course of study (24 semester hours) with content as indicated above.
2. Possess and maintain one of the following directly related to the age group of the position to which assigned: Child Development Associate (CDA) Credential, Military School Age Credential, Army Youth Practicum, or other nationally recognized Youth Development Credential.

For a complete list of duties ,responsibilities, and to view the full Position Description for Entry Level 2, please visit Fasclass at:

[https://acpol2.army.mil/fasclass/search fs/search naf output.asp?  
fcp=zutpk3eFRt2fkpzbzq9RiHKKWZmZlluelaZWhHI%3D](https://acpol2.army.mil/fasclass/search fs/search naf output.asp? fcp=zutpk3eFRt2fkpzbzq9RiHKKWZmZlluelaZWhHI%3D)  
(<https://acpol2.army.mil/fasclass/search fs/search naf output.asp?fcp=zutpk3eFRt2fkpzbzq9RiHKKWZmZlluelaZWhHI%3D>)

For a complete list of duties, responsibilities, and to view the full Position Description for Skill Level 3, please visit Fasclass at:

[https://acpol2.army.mil/fasclass/search fs/search naf output.asp?  
fcp=zutpk3eFRt2fkpzbzq9RiHKLJmZlluelaZWhWo%3D](https://acpol2.army.mil/fasclass/search fs/search naf output.asp? fcp=zutpk3eFRt2fkpzbzq9RiHKLJmZlluelaZWhWo%3D)  
(<https://acpol2.army.mil/fasclass/search fs/search naf output.asp?fcp=zutpk3eFRt2fkpzbzq9RiHKLJmZlluelaZWhWo%3D>)

For a complete list of duties, responsibilities, and to view the full Position Description for Target Level 4, please visit Fasclass at:

[https://acpol2.army.mil/fasclass/search fs/search naf output.asp?  
fcp=zutpk3eFRt2fkpzbzq9RiHKLJmZlluelaZWhWo%3D](https://acpol2.army.mil/fasclass/search fs/search naf output.asp? fcp=zutpk3eFRt2fkpzbzq9RiHKLJmZlluelaZWhWo%3D)  
(<https://acpol2.army.mil/fasclass/search fs/search naf output.asp?fcp=zutpk3eFRt2fkpzbzq9RiHKLJmZlluelaZWhWo%3D>)

**FAILURE TO UPLOAD PROOF OF EDUCATION WILL RESULT IN AN INELIGIBLE RATING.**

## Education

This position requires a High School Diploma, General Equivalency Diploma or College Transcripts. Please see above for educational requirements. Transcripts, High School Diploma, and/or General Equivalency Certificate **MUST** be uploaded at the time of application or before the announcement closes in order to receive consideration for this position.

**You must submit a copy of your high school diploma and/or General Equivalency Diploma (GED) and/or college transcripts in order to receive consideration for this position.**

**FAILURE TO UPLOAD PROOF OF EDUCATION WILL RESULT IN AN INELIGIBLE RATING.**

## Additional information

- Additional selections may be made from this vacancy announcement for up to 90 days after the closing date.
- Payment Permanent Change of Station (PCS) costs are not authorized based on a determination that a PCS move is not in the Government's interest.
- Please check out our Applicant Information Kit to view additional information you may find useful when applying for our jobs. (Click [here](#) ([http://cpol.army.mil/employ/NAF/NAF\\_Applicant\\_Information\\_Kit.pdf](http://cpol.army.mil/employ/NAF/NAF_Applicant_Information_Kit.pdf)) to view kit or copy this URL: [http://cpol.army.mil/employ/NAF/NAF\\_Applicant\\_Information\\_Kit.pdf](http://cpol.army.mil/employ/NAF/NAF_Applicant_Information_Kit.pdf))

A Regular part-time position (**RPT**) is guaranteed 20 hours per week, has entitlements to health, life, retirement benefits, annual and sick leave.

**This position may require that you work a Split Shift. Split Shift working hours are comprised of two or more working periods such as but not limited to a morning shift and afternoon/evening shift.**

**The incumbent may be required to work shift work to include nights, weekends, holidays, and events.**

## How You Will Be Evaluated

Applicants can claim the following eligibilities:

- NAF Preference - Involuntarily Separated From the Military
- NAF Preference - Spouse Employment Preference (SEP)
- NAF Priority Consideration - Business Based Action
- NAF Priority Consideration - Current Appropriated Funds Employee CNE (APF)
- NAF Priority Consideration - Current/Former NAF Employee (CNE/FNE)
- NAF Priority Consideration - Outside Applicant Veteran (OAV)
- NAF Priority Consideration - Spouse/Widow/Parent of Veteran (OAV)

## Background checks and security clearance

### Security clearance

[Not Applicable](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

## Required Documents

**The following documents must be submitted with your application:**

- Resume

- Transcript

**Optional:** Job Application (DA Form 3433) will accepted in place of a Resume.

**The below items are accepted and may be needed to support a qualification and/or a claimed priority/preference:**

- DD-214
- DA Form 3434, PCS Orders for Military Spouses and Marriage License, BBA Letter, Transition Assistance Card for Involuntarily Separated Military
- Resume
- SF-50
- Transcript

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **Benefits**

[http://cpol.army.mil/employ/NAF/NAF\\_Applicant\\_Information\\_Kit.pdf](http://cpol.army.mil/employ/NAF/NAF_Applicant_Information_Kit.pdf)

## **How to Apply**

You may submit your application package using one of the two methods identified below:

1. **Electronically** (preferred) at <https://www.usajobs.gov/> and search for Vacancy Identification Number **10246773**.
2. **Manually:** A manual application can be obtained by contacting the servicing NAF Human Resources Office listed on this vacancy announcement.
  - If you would like to apply manually, please contact the servicing NAF Human Resources representative listed on this job announcement to request a copy of the manual application form.
  - All completed manual application forms (along with resume and other supporting documentation) must be received no later than **3:00 PM CST** on the closing date of this announcement in order to process your application in a timely manner.

If you need assistance or have any questions with the application process, please contact our office at (903) 334-1262.

***Neglecting to respond to the job related questions will result in an ineligible rating.***

### **Agency contact information**

 Red River Army Depot NAF HR Office

**Phone**

[903-334-1398](tel:903-334-1398)  
(tel://903-334-1398)

**Email**

[USARMY.RRAD.USAMC.MBX.NAF-HIRING-INBOX@MAIL.MIL](mailto:USARMY.RRAD.USAMC.MBX.NAF-HIRING-INBOX@MAIL.MIL)  
(mailto:USARMY.RRAD.USAMC.MBX.NAF-HIRING-INBOX@MAIL.MIL)

**Address**

DX-NAF-W390AA MCALESTER ARMY  
AMMUNITION PLANT  
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Texarkana, TX  
US

[Learn more about this agency](#)  
(#agency-modal-trigger)

The FMWRC mission is to create and maintain "FIRST CHOICE" MWR products and services for America's Army, essential to a ready, self-reliant force.

McAlester's MWR mission is to provide soldiers, DOD civilians, retirees, and their families with quality, social, and recreational activities while in both duty and non-duty status. We strive to make all of our facilities state of the art and provide outstanding customer service. Check us out at

<http://www.mcaapmwr.com/>  
(http://www.mcaapmwr.com/)

This position is located within the Morale Welfare and Recreation Division at McAlester Army Ammunition Plant (MCAAP). MCAAP was originally commissioned as the Naval Ammunition Depot McAlester on May 20, 1943 and began its first production in September 1943. In October 1977 the naval facility was transferred to the Army under the Single Manager for Conventional Ammunition act. Our operating hours are from 6:30 a.m. until 5:00 p.m. Monday through Thursday. We are closed on federal holidays. The mission of MCAAP is to produce and renovate quality conventional missile ammunition and ammunition-related components, perform engineering and product assurance in support of production, and receive, store, ship, demilitarize and dispose of conventional and missile ammunition and related items. Check us out at <https://www.facebook.com/MCAAP>  
(https://www.facebook.com/MCAAP)

Child and Youth Services mission is "Our Mission is Caring"

Check us out <http://www.mcaapmwr.com/Child%20And%20Youth%20Services/CDC.html>  
(http://www.mcaapmwr.com/Child%20And%20Youth%20Services/CDC.html)

**Visit our careers page**

Learn more about what it's like to work at U.S. Army Joint Munitions Command, what the agency does, and about the types of careers this agency offers.

<http://www.mcaapmwr.com/>  
(http://www.mcaapmwr.com/)

**Next steps**

Your resume will be reviewed to verify that qualification requirements have been met. We appreciate your interest in this position!

**Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

## Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)  
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)