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| MWR_Logo_opt1 | **Fleet & Family Readiness Programs NAF Personnel Office** |

**ANNOUNCEMENT #** 01/2020

**OPEN DATE**  01/01/2020 **CLOSING DATE** 12/31/2020

**POSITION**: CYP ASSISTANT ENTRY, INTERMEDIATE/

TARGET LEVEL CY-1702-01/02

**PAY : $**12.27, $13.39, $15.03

**EMPLOYMENT STATUS:** FLEXIBLE POSITION (0-29 HRS. PER WK.)

Schedule may include a rotation of days, nights, weekends, and holidays

**LOCATION:** MWR, CHILD & YOUTH PROGRAMS

**AREA OF CONSIDERATION: General public of CORPUS CHRISTI commuting area as well as spouse preference eligible candidates**

**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 OBTAIN TRAINING CERTIFICATES FOR CPR, FIRST AID AND CHILD ABUSE PREVENTION WITHIN 30 DAYS OF EMPLOYMENT. PROMOTES AND FOSTERS EFFECTIVE WORKING RELATIONS 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 PROVIOUS TRAINING OR EXPERIENCE). APPLICANT WILL ALSO PERFORM OTHER DUTIES AS ASSIGNED WITHIN THE CHILD DEVELOPMENT CENTER.

**REQUIREMENTS**: Incumbent must have a high school diploma or equivalent and be over the age of 18. Will need to Irregular working hours may be required to include early shift, late shift, evenings and special events as required. EXPERIENCE WORKING WITH YOUNG CHILDREN PREFERRED. SPEAK, READ AND WRITE ENGLISH. PRESENT EVIDENCE OF IMMUNIZATION AND BE FREE OF COMMUNICABLE DISEASE. 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.

EMPLOYMENT WILL BE SUBJECT TO COMPLETION OF A NATIONAL AGENCY CHECK WITH INQUIRIES (NACI) WITH FAVORABLE RESULTS. \*DIRECT DEPOSIT OF YOUR PAYCHECK IS MANDATORY AND IS A CONDITION OF EMPLOYMENT.

**HOW TO APPLY**:   Forward resume or Non-Appropriated Fund employment application to E-mail address:  NASCC\_MWR\_HR @NAVY.MIL. or FAX resume to 361-961-2891. Website for application: [www.navymwrcorpuschristi.com](http://www.navymwrcorpuschristi.com).

Resume-Include name and contact information for at least three (3) professional references in your resume

.OF-306.  http://www.opm.gov/forms/pdf\_fill/OF306.pdf

.Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

.If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting

documentation (disability, official statements, proof of service, etc). is required.

.If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.)  is required.

.If claiming Military Spouse Preference, a copy of sponsor's orders and Page 2 (applicable for NF-03 and below or equivalent).

.If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

.If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

.If you are a current federal employee, submit your last three evaluations

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