



## 75th Force Support Squadron Hill AFB, Utah

### *NAF Open-Continuous Listing*

#### **POSITION:**

**Position / Grade: Child and Youth Program Assistant / **CY-1702-01****

**Locations: Child Development Center / Youth Center**

**Category: Flexible**

*Please note:*

*\*If selected for this position, the Applicant will be required to provide a valid driver's license and copy of his/her driving record.*

*\*\*Selected Applicants will be placed at the highest grade for which they qualify: Target Grade 03, Intermediate Grade 02 or Entry Grade 01. On the Option Form 612, please only put CY-1702 for the grade.*

#### **DUTIES AND RESPONSIBILITIES:**

Serves as a Child and Youth Program Assistant (CPYA) in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in providing and leading planned activities. Assist children and youth with special projects, homework and life skills. Performs simple routine tasks following step-by-step instructions. Helps establish a program environment and promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate the 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, activities, etc.) Interacts with children and youth using approved child guidance and youth development techniques as provided by the supervisors. Attends to the physical needs of the children, as applicable. Interacts professionally with staff members, parents, supervisors and volunteers. 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. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire and safety compliance concerns. Observes program participants for signs that may indicate illness, abuse or neglect and report as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with an authorized person according to written parental instructions. Assists in maintaining program participation data and completing required daily reports. Participates in program evaluations as required. Assists in achieving and maintaining DoD certification and national accreditation, where applicable. Ensures compliance with policies and regulations applicable to Air Force Child and Youth Programs. May be required to transport children in government vehicles. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

**BASIC REQUIREMENT:** Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must meet specific physical requirements, pass a

physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate and satisfactorily complete installation, state and national criminal background checks. Little or no previous training or experience is required. Must satisfactorily complete mandatory training as specified. Must possess maturity and good judgment and like working with children, you and their parents. Employee must have a valid driver's license and have good driving record if required to transport children.



## 75th Force Support Squadron Hill AFB, Utah

### *NAF Open-Continuous Listing*

#### **POSITION:**

**Position / Grade: Child and Youth Program Assistant / **CY-1702-02****

**Locations: Child Development Center / Youth Center**

**Category: Flexible**

*Please note:*

*\*If selected for this position, the Applicant will be required to provide a valid driver's license and copy of his/her driving record.*

*\*\*Selected Applicants will be placed at the highest grade for which they qualify: Target Grade 03, Intermediate Grade 02 or Entry Grade 01. On the Option Form 612, please only put CY-1702 for the grade.*

#### **DUTIES AND RESPONSIBILITIES:**

Serves as a Child and Youth Program Assistant (CPYA) in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in planning, coordinating and conducting activities for program participants including group as well as individual child and youth activities. Establishes a program environment that sustains participant interest and promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate a daily schedule. Assists children and youth with special projects, homework and life skills. Participates in conferences with parents and staff. Reviews and implements daily schedules and activity plans to ensure age/stage appropriateness. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, supervisors and volunteers. 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. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals where applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with an authorized person according to written parental instructions. Participates in program evaluations using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials and national accreditation tools. Assists in achieving and maintaining DoD certification and national accreditation, or equivalent. Provides care/supervision, oversight and accountability for program participants in compliance with local policies, guidance and standards. Ensures compliance with policies and regulations applicable to Air Force Child and Youth Programs. Inventories equipment on recurring bases and recommends replenishing damaged, missing and depleted supplies. Secures supplies,

equipment and facilities. Collects, maintains and reports program participation data. May be required to transport children in government vehicles. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

**BASIC REQUIREMENT:** Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must meet specific physical requirements, pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate and satisfactorily complete installation, state and national criminal background checks. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children/youth and their parents. Employee must have a valid driver's license and have good driving record if required to transport children.

**SPECIALIZED REQUIREMENT:** Six months experience equivalent to the CY-01 level working in a group program for children or youth. Completion of 3 AF modules (or equivalent) and AF Orientation Training Program; or, 15 semester hours above the high school level in early childhood education, youth development or related field.



## 75th Force Support Squadron Hill AFB, Utah

### *NAF Open-Continuous Listing*

#### **POSITION:**

**Position / Grade: Child and Youth Program Assistant / **CY-1702-03****

**Locations: Child Development Center / Youth Center**

**Category: Flexible**

*Please note:*

*\*If selected for this position, the Applicant will be required to provide a valid driver's license and copy of his/her driving record.*

*\*\*Selected Applicants will be placed at the highest grade for which they qualify: Target Grade 03, Intermediate Grade 02 or Entry Grade 01. On the Option Form 612, please only put CY-1702 for the grade.*

#### **DUTIES AND RESPONSIBILITIES:**

Serves as a Child and Youth Program Assistant (CPYA) in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth. Plans, coordinates and conducts activities for program participants based on observed needs of individual children and youth ranging in age from 6 weeks to 18 years. Implements activities and special events that meet the physical, social, emotional and cognitive needs of children and youth. Assist children and youth with special projects, homework and life skills. Establishes a program environment that sustains participant interest and promotes positive interaction with other children, youth and adults. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily skills. Prepares and implements program options for children and youth with special requirements. Develops and implements schedules and plans. Demonstrates, instructs, leads and facilitates planned and spontaneous program activities. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, supervisors and volunteers. Participates in conferences with parents and staff. Briefs other employees and parents. 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. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals, where applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with an authorized person according to written parental instruction. Participates in program evaluations using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials and national accreditation tools. Assists in achieving and maintaining DoD certification and national accreditation, or equivalent. Provides care/supervision, oversight and accountability for program participants in compliance with local policies, guidance and standards. Ensures compliance with policies and regulations applicable to Air Force Child and Youth Programs. Inventories equipment on recurring bases and recommends replenishing damaged, missing

and depleted supplies. Secures supplies, equipment and facilities. Collects, maintains and reports program participation data. May be required to transport children in government vehicles. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

**BASIC REQUIREMENT:** Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must meet specific physical requirements, pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate and satisfactorily complete installation, state and national criminal background checks. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children/youth and their parents. Employee must have a valid driver's license and have good driving record if required to transport children.

**SPECIALIZED REQUIREMENT:** Six months experience equivalent to the CY-02 level working in a group program for children or youth. Completion of the AF modules or, 30 semester hours above the high school level which included at least 15 semester hours in early childhood education, youth development or related fields.