

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

[www.mccshawaii.com](http://www.mccshawaii.com)

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

<b>POSITION:</b>	<b>Children and Youth Program Leader</b>		
<b>SALARY:</b>	<b>\$13.76</b>	<b>SERIES NUMBER:</b>	<b>CY-1702-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0040-10</b>	<b>OPEN DATE:</b>	<b>02/04/2010</b>
<b>LOCATION:</b>	<b>O'Lina CDC</b>	<b>FIRST CUT OFF DATE:</b>	<b>02/11/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Monday – Saturday 0700 – 1730</b> <b>**Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input checked="" type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input checked="" type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input checked="" type="checkbox"/> <b>Health Card Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Serves as a team leader for program staff with responsibility for the operation and program in accordance with applicable regulations in one or more CY programs. Maintains control of and accounts for the whereabouts and safety of children and youth. Oversees arrival/departure of children/youth. Supervises children and youth ranging in age from 6 weeks to 18 years during daily schedule of indoor and outdoor activities, and on field trips, outing, and special events. Works within prescribed staff to child ration with children and youth. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Two years of related experience plus a current CDA credential or AA degree in child development or related field. A baccalaureate degree in education or related field is qualifying. Ability to obtain a Food Handlers Certificate.

**FILING INSTRUCTIONS:** Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com). Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through [www.mccshawaii.com](http://www.mccshawaii.com) website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 02/11/2010 WILL BE GIVEN FIRST CONSIDERATION.**

**SPOUSE PREFERENCE:** Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

**CONDITIONS OF EMPLOYMENT:** The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

**NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

**DFWP:** This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.