



MARINE CORPS BASE HAWAII
 MCCS Human Resources Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

***AMENDED 01.17.2012

POSITION:	CHILDREN AND YOUTH PROGRAM ASSISTANT		
SALARY:	\$11.17 Per Hour (Entry Level) \$12.19 Per Hour (Higher Level)	SERIES NUMBER:	CY-1702-01
ANNOUNCEMENT #:	0006-12	OPEN DATE:	01/09/2012
LOCATION:	Marine and Family Services – Laulima CDC	CLOSING DATE:	OPEN CONTINUOUS
AREA OF CONSIDERATION:	All Sources	HOURS: Monday – Saturday 0530–2030 **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input checked="" type="checkbox"/> Salary to be increased by COLA (Subject to change)	<input type="checkbox"/> Valid Driver's License Required	
<input checked="" type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> Resume/Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test	<input checked="" type="checkbox"/> Health Card Required	<input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	

DUTIES: Serves as a Child & Youth Program Assistant (CYPA) in one child & youth activity room. Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Assists with the implementation of daily schedules and activity plans. 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.

Assists in implementing and leading planned activities for program participants.. Cares for special needs children, and youth as directed by the supervisor. Provides input to, and implements schedules and activity plans. Interacts with children, and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and Command representatives. Participates in conferences with parents and staff. Assists with developing a list of needed supplies and equipment for submission to the supervisor. Helps create games and play materials (mixing paint and play dough and assembling props for dramatic play, activities, etc.). 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. Notifies supervisor on health, fire, and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals where applicable. Assists in achieving and maintaining DOD certification and national accreditation or equivalent. Provides care/supervision, oversight, and accountability for children and youth in compliance with local policies, guidance and standards. Completes all training requirements, including orientation, monthly, annual and the approved Marine Corps Standardized Module Training as prescribed, and tracks and records completed training on own Individual Development Plan (IDP). Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains and reports program participation data. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Successfully complete: a local military police installation records check, State criminal history checks, initiation and completion of a National Agency Check with Inquiries (NACI) and a Defense Clearance and Investigations Index for re-verification for employees who provide child care services. Ability to satisfactorily complete all required training and demonstrate competencies according to established timeframes to retain employment status. Be 18 years of age, have the ability to speak, read and write English, follow verbal and written instructions and communicate effectively orally and in writing. Be physically and mentally capable of providing care for children, pass health screenings annually to show good physical and mental health and freedom from communicable disease to include up-to-date immunizations, test for Tuberculosis and any other tests deemed necessary and appropriate by local medical authorities per MCO 1710.30E. Possess or be able to obtain a valid commercial driver's license (CDL), current food handler's certification, CPR and first aid certifications. Prior experience working with children, or youth preferred. **To qualify at the higher level:** Six months prior experience working with children or youth in a day care setting. Skill to interpret and implement developmentally appropriate curriculum and practices under immediate supervision to provide direct care, education and development for children and youth. Successful completion of all required training for Program Assistant (Entry Level). Ability to satisfactorily complete all required training and demonstrate competencies according to established timeframes to retain employment status.

FILING INSTRUCTIONS: Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained by visiting our website at 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. Also via email at mccshawaiiapps@usmc-mccs.org. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

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*) or at http://www.mccshawaii.com/jobs_listings.shtml. A copy of sponsor's Permanent Change of Station (PCS) orders must also be included.

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 NAF Human Resources Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the HR 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.