

**JOB OPPORTUNITY  
JOINT REGION MARIANAS  
NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO:** JRM-21-124

**POSITION TITLE:** Supervisory Educational Technician (Child and Youth Program (CYP) Teen Coordinator), NF-1702-03, Regular Full Time, 1 Vacancy

**SALARY:** \$43,000 – \$57,000 per annum + Cost of Living Allowance (COLA)

**LOCATION:** Youth Programs, 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB) Guam

**WHO MAY APPLY:** Open to all

**OPEN DATE:** 15 March 2021

**CLOSING DATE:** 29 March 2021

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**SUMMARY:** The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details:

<http://www.militarymwr Guam.com/>.

**RESPONSIBILITIES:** Major duties and responsibilities are summarized below.

The purpose of the position is to plan, organize and provide a supervised social, recreational and educational program for youth ages 13-18 that meets the interests and needs of all children and youth. Develops daily activity plans for the youth and teens.

**Programming.** Assists with the development and supervision of a developmentally appropriate teen program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Develops daily activity plans for the youth and teens. Collaborates with other military installations in planning developmentally appropriate regional teen activities, as applicable. Collects information regarding actual and potential participant interests and needs and makes recommendations for improvement. Provides information to patrons about programs, policies, procedures, and fees. Maintains appropriate records and reports of participation, payments, and permission slips.

**Indoor/Outdoor Environment.** Ensures space is available and adequate to meet all programming needs. Prepares the facility or outdoor space for scheduled activities and ensures all safety requirements are met. Secures the necessary supplies and equipment to support the programs and activities offered. Maintains control of indoor and outdoor equipment, games and supplies used for teen programs.

**Interactions and Relationships.** Establishes a program environment that enhances physical, emotional, social, and cognitive skills, sustains participant interest and promotes positive interactions between children, youth and adults. Interacts professionally with employees, parents, volunteers and local installation command personnel. Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

**Supervision of Children and Youth.** Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Ensures activities promote the social, emotional, physical and cognitive growth of youth and teens.

**Outreach.** Publicizes upcoming teen, fitness and sports events and activities. Assists in the development of a youth sponsorship program.

**Personnel Management.** Supervises a staff of three or more. Initiates and implements personnel actions to assure quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers. Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies.

**Compliance.** Ensures compliance with all fire, safety and security rules and regulations. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

**Additional Responsibilities.** In the absence of the Youth Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight. Assists in preparation of grant applications for

additional funding. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidents of child abuse and neglect.

A complete list of duties and responsibilities will be provided at the time of hire.

**TRAVEL REQUIRED:** No

**SUPERVISORY STATUS:** Yes

**RELOCATION AUTHORIZED:** No

**CONDITIONS OF EMPLOYMENT:** \*SEE QUALIFICATIONS\*

**QUALIFICATIONS:** In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. 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](#). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. 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.

A Child Development Associate (CDA) credential, Military School-Age (MSA) credential or equivalent **AND** 3 years of experience where the incumbent displays knowledge of a competency in developmentally appropriate programming; **OR**

A 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development or other degrees as appropriate **AND** 2 years of full-time experience working with children or youth; **OR**

A 4 year degree in any of the above fields of study **AND** a minimum of 1 year of experience working with children or youth.

Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 13 to 18 years of age. Knowledge of child and youth development principles, practices, and techniques. Knowledge of a variety of teen programming activities for children and youth. Knowledge of Federal and State laws governing the detection and prevention of child abuse and/or neglect. Skill in program planning, organizing, and employee scheduling. Skill working with military families and an understanding of military lifestyles is preferred. Ability to supervise others. Ability to lead, supervise, and interact with youth and teens. Ability to safeguard and account for monies and equipment. Ability to maintain records and reports. Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills.

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

In accordance with DoDI 6060.4, an incumbent must be at least 18 years of age with a high school diploma or equivalent. The Military Child Care Act requires national accreditation of CY programs. Minimum education requirements are required by the accrediting body.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

**EDUCATION:** \*SEE QUALIFICATIONS\*

**REQUIRED DOCUMENTS:**

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.

- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

\*SEE HOW TO APPLY\*

**HOW YOU WILL BE EVALUATED:** Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

**BENEFITS:** A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

**HOW TO APPLY:** Submit resume and required documentation via email to [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil). For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154. All applications MUST be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

**ALL APPLICANTS:** Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

\*Current or prior federal employees, please submit your most recent personnel action or SF50.

\*Military retirees, please submit your statement of service.

\*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

**APPLICANTS CLAIMING HIRING PREFERENCE:** Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

**WHAT ARE PREFERENCES?** Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

**1. Reemployment Priority List (RPL):** Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

**2. Military Spouse Preference (MSP):** Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**

- Submit sponsor's PCS orders to Guam.

\*\*\*If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

**3. Veteran's Preference/Gold Star Veteran's Preference:** Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](#); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

\*\*\*Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

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.

**WHAT TO EXPECT NEXT:** Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

**OTHER REQUIREMENTS:** Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks. Males must be registered for or exempt from Selective Service (<http://www.sss.gov/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of

applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.