

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

ANNOUNCEMENT NO: JRM-22-188

POSITION TITLE: Installation Child and Youth Program Director, NF-1701-04, Regular Full Time, 1 Vacancy

SALARY: \$66,000 - \$86,000 per annum + Cost of Living Allowance (COLA) / May be entitled to Nonforeign Post Differential (NFPD)

LOCATION: Youth Programs, Morale Welfare Recreation (MWR) Department, Naval Base Guam (NBG)

WHO MAY APPLY: Open to all

OPEN DATE: 17 May 2022

CLOSING DATE: 30 May 2022

SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, and Marine Corps Base Camp Blaz (MCB CB) 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/>.

Please note when a Permanent Change of Station (PCS) with the federal government is performed as part of a relocation, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information you may visit the following website: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

The purpose of the Installation Child and Youth Program (CYP) Director is to provide oversight to all child and youth programs at an installation to facilitate the provision of safe, healthy, secure, and developmentally appropriate services for children and youth ages 6 weeks to 18 years. The incumbent is responsible for planning and executing the Installation CYP through the administration, operation and technical direction of any or all of the following programs as applicable to the installation: Child Development Centers (CDC), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP) and Resource and Referral (R&R) programs. Responsible for the administration, operation and technical direction of the CYP, which may include CDCs, CDHs, SAC programs, YPs, and a R&R program to facilitate the identification of child care services and options for authorized patrons. Executes a child placement system for the installation, including a central enrollment registry and a single Central Waiting List (CWL) for ages birth to 12 for the entire CYP program and ensures spaces are fully utilized. Coordinates with all installation Directors to ensure an installation Parent Participation Plan, including a Parent Information Board (PIB) that includes parents and representatives from CDC, CDH, SAC, and YP is implemented. Responsible for ensuring a CYP Inclusion Action Team meets as required. Ensures the coordination of CYP-wide events and activities. Responsible for coordinating the issuance of an installation-wide fee letter. Ensures fluid communication among all CY programs on the installation. Serves as the liaison with the Regional CYP Manager on all CYP issues. Compiles program statistical data for reports and data calls and keeps Command abreast of trends, policy changes, program deficiencies and needs for the installation CYP. Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment. Oversees the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and nonappropriated funds. Adheres to authorized methods of acquisition. Responsible for the supervision of employees and volunteers. Responsible for ensuring the use of employees across the CYP, including the development and use of a singular staffing schedule when applicable to ensure efficient use of employees across the CY program. Initiates a CYP-wide training program by ensuring that the CYP Training Specialists and T&C Specialists develop targeted, integrated training plans that account for the common and unique training needs of staff across the CYP. Ensures compliance with all Department of Navy (DoN), Department of Defense (DoD), State, Federal and local instructions, standards, regulations, policies and procedures as they apply to the total CYP. Coordinates and maintains documentation for Commander, Navy Installations Command (CNIC) and Multi-Disciplinary Team Inspections and is responsible for timely corrective actions plans for all programs in the CYP. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other regional duties as assigned.

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

TRAVEL REQUIRED: Yes – The Incumbent may be required to drive an automobile when visiting other CYP sites

SUPERVISORY STATUS: Yes

RELOCATION AUTHORIZED: Yes - Relocation expense authorized / Recruitment and relocation incentive negotiable

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 ((<http://www.ed.gov/admins/finaid/accred/>)). 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.

Knowledge of the principles of child and youth development and in designing and managing exceptionally complex programs that includes, but are not limited to safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management. Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect. Possess necessary skills in program planning, organizing and coordinating to devise and carry out a variety of program components. Knowledge of financial management, budgeting, and purchasing as it pertains to a child and youth program. Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child and youth regulations and procedures; and other regulations and instructions pertaining to military child care. Strong supervisory and business skills and ability to provide positive personnel management. Strong interpersonal communication and leadership skills to facilitate and organize a collaborative and cohesive installation CYP team. Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills. Knowledge and support of the Navy's EEO program policies, goals and objectives. The incumbent plans and carries out various phases and projects of the program and handles conflicts and deviations in accordance with instructions and policies. The incumbent must be able to interpret and adapt guidelines as needed to fit specific child and youth needs at any given time. When necessary, the incumbent recommends additions or amendments to guidelines as the result of evaluation of programs and the determination of specific needs. The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds. The incumbent may be required to drive an automobile when visiting other CYP sites. The work involves every day risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease or injuries from lifting children, youth, or supplies up to 40 pounds. The incumbent may work an uncommon tour of duty to include evenings and weekends. 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. Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. 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 DOO's Child and Youth Programs.

A 4-year degree in Early Childhood Education, Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study **AND** 3 years of full time experience working with children and/or youth. **OR**

A 4-year degree in a field related to youth programs, such as youth recreation, physical education, elementary education, secondary education, home economics with an emphasis in human development, youth development, psychology, or social work **OR** Other degree appropriate to the position being filled **AND** 3 years of full time experience working with children and/or youth. **OR**

A Master's degree in the related field of study **AND** minimum of 1 year professional experience working with children. **OR**

A combination of education and experience (e.g. courses equivalent to a major in a field (24 higher level semester hours) appropriated to the position (see above) plus appropriate experience or additional course work that that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above **AND** 3 years of full time experience working with children and/or youth.

EDUCATION: *SEE QUALIFICATIONS

HOW TO APPLY:

- A resume must be provided. It must include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education, 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. **Your resume is the main resource used to assess your knowledge, skills, and abilities as they relate to this position. You should be clear and specific when describing your work experience as it relates to this position.**

- 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.

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. **It is the applicant's responsibility to ensure accuracy and completion of requirements upon submission. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.**

Submit resume and required documentation via email to NAFJOBS@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs>.

*******NOTE:** Due to the volume of resumes received, applicants **will not** be notified of any missing documentation, information, and/or notice of non-selection. **Emails and/or inquiries to NAFJOBS@fe.navy.mil will not be responded to.** Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status only.

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.

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.

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 (<https://www.sss.gov/register/>).

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 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.

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.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview within 4-8 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 tentative job offer. Final job offer upon completion of all pre-employment requirements.

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

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