

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

ANNOUNCEMENT NO: JRM-22-244

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

SALARY: \$22.87 – \$27.87 per hour + Cost of Living Allowance (COLA)

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

WHO MAY APPLY: Open to all

OPEN DATE: 26 July 2022

CLOSING DATE: 04 August 2022

Changed from: 04 July 2022

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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/>.

AMENDMENT: Vacancy announcement amended to change "Closing Date" to "04 August 2022". Applicants who applied previously under the same Announcement No. need not re-apply unless submitting updated and/or missing information.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

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. Establish activities that foster development through both educational and recreational program activities. Develops daily activity plans for the youth and teens (ages 13- 18) to include structured activities such as art, social games, music, drama, technology, and special projects that are inclusive of dependent youth of Department of Defense (DoD) military personnel living on and off the installation. Develops and offers programs related to the core program areas presented in the OPNAV and implements programs required by the Department of Navy (DoN) such as Boys and Girls Clubs of America (BGCA) or 4-H required programs. Develops, organizes and conducts special interest activities such as special events, dances and trips that may include parents and other family members. Develops a plan for and implements CYP fitness and sports activities based on the expressed and observed needs and interests of dependent children and youth of DoD military personnel living on and off the installation. Provides information to patrons about programs, policies, procedures, and fees. Maintains appropriate records and reports of participation, payments, and permission slips. Prepares the facility or outdoor space for scheduled activities and ensures all safety requirements are met prior to use of the area. Secures the necessary supplies and equipment to support the programs and activities offered and ensures all equipment and supplies are age-appropriate and in good condition. Inventories supplies and equipment on a recurring basis and recommends replenishing those that are damaged, missing, or depleted. Reports any unsafe equipment and/or environmental discrepancy to supervisor and removes items if applicable. Establishes a program environment that enhances physical, emotional, social, and cognitive skills, sustains participant interest and promotes positive interactions between children, youth and adults. Ensures appropriate sportsman-like conduct is modeled by CYP employees, volunteers, and participants. Uses appropriate child and youth guidance techniques that encourages positive social interactions, promotes conflict resolution, and develops self-control, self-motivation and self-esteem. 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 Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Supervises teen activities and enforces rules and regulations concerning dress, conduct, and equipment and game rules. Ensures activities promote the social, emotional, physical and cognitive growth of youth and teens. Publicizes upcoming teen, fitness and sports events and activities and ensures opportunities offered in the community are communicated and shared with families. Ensures compliance with all fire, safety and security rules and regulations. Ensures compliance with law, policies, and regulations applicable to DoD CY programs. 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. Performs other duties as assigned.

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 (<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 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. The incumbent is required to do considerable walking, standing, bending, stooping, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children to and from activities). Most of the work is done in activity areas and outdoors, and the incumbent must be able to actively participate in the programs offered. The incumbent will be required to participate in field trips with a wide variety of activities such as trips to amusement parks, hiking, and canoeing. The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of teen programs and services, such as exposure to disease and injuries from lifting. The incumbent may spend a significant amount of time outdoors exposed to the climate while visiting events venues and arenas, and participating in a variety of field trips. Incumbent is responsible for developing and implementing a teen program based on the needs of the CYP. May work an uncommon tour of duty to include evening and weekend work to accommodate teen schedules.

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.

Incumbents must have one of the following:

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**

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**

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

Note: A minimum 2 year degree is preferred.

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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