

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR21-0034A	Library Aid	NF-1411-01	\$8.50	Library	SOFA Sponsored	Close: 06/30/2021
		FLEX				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/597761800">https://www.usajobs.gov/GetJob/ViewDetails/597761800</a>						
FFR21-0057A	Recreation Aid	NF-0189-01	\$8.00	Theaters	SOFA Sponsored	Close: 06/10/2021 First Cut-off: 05/21/2021
		FLEX				
FFR21-0071-OC	CY Program Assistant	CY-1702-01/02	\$10.63 - \$13.03	Child and Youth Program (Main Base / Hario)	SOFA Sponsored	Close: 12/31/2021
		FLEX				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/590908300">https://www.usajobs.gov/GetJob/ViewDetails/590908300</a>						
FFR21-0072-OC	CYP Leader	CY-1702-02	\$14.43 - \$16.35	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2021
		RFT				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/591057900">https://www.usajobs.gov/GetJob/ViewDetails/591057900</a>						
FFR21-0073-OC	CY Program Assistant	CY-1702-01/02	\$10.63 - \$13.03	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2021
		RFT				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/590908100">https://www.usajobs.gov/GetJob/ViewDetails/590908100</a>						
FFR21-0074A	CYP Operations Clerk	NF-0303-02	\$12.57	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2021
		RFT				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/599907100">https://www.usajobs.gov/GetJob/ViewDetails/599907100</a>						
FFR21-0089A	Cook	NA-7404-04	\$11.64	Harbor View Club	SOFA Sponsored	Close: 07/07/2021 First Cut-off: 5/28/2021
		FLEX				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/601360100">https://www.usajobs.gov/GetJob/ViewDetails/601360100</a>						
FFR21-0114	Bar Assistant	NA-7405-02	\$9.98	Galaxies Club	SOFA Sponsored	Close: 12/31/2021
		FLEX				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/591508500">https://www.usajobs.gov/GetJob/ViewDetails/591508500</a>						
FFR21-0150	Club Operations Assistant (Duty Manager)	NF-1101-02	\$10.00 - \$14.00	Galaxies Club	SOFA Sponsored	Close: 11/25/2021
		FLEX				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/593361500">https://www.usajobs.gov/GetJob/ViewDetails/593361500</a>						
FFR21-0152	CYP Cook	NA-7404-08	\$15.03	Child and Youth Program (Hario)	SOFA Sponsored or Seeking SOFA	Close: 06/30/2021
		RFT				
<a href="https://www.usajobs.gov/GetJob/ViewDetails/595146300">https://www.usajobs.gov/GetJob/ViewDetails/595146300</a>						

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE POSITION	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
FFR21-0200	<b>Recreation Assistant (Lifeguard)</b> **Seasonal - Employment will ends 10/2/2021**	NF-0189-02 FLEX	\$10.00-\$12.50	<b>Aquatics</b>	<b>SOFA Sponsored</b>	Close: 05/31/2021
<a href="https://www.usajobs.gov/GetJob/ViewDetails/597912200">https://www.usajobs.gov/GetJob/ViewDetails/597912200</a>						
FFR21-0219A	<b>Recreation Aid (Liberty Center)</b>	NF-0189-01 FLEX	\$8.00	<b>Liberty Center</b>	<b>SOFA Sponsored</b>	Close: 05/21/2021
<a href="https://www.usajobs.gov/GetJob/ViewDetails/598613700">https://www.usajobs.gov/GetJob/ViewDetails/598613700</a>						
FFR21-0221A	<b>Recreation Assistant (Outdoor Recreation)</b>	NF-0189-02 RFT	\$10.00	<b>Outdoor Recreation Center</b>	<b>SOFA Sponsored</b>	Close: 06/15/2021 First Cut-off: 05/26/2021
<a href="https://www.usajobs.gov/GetJob/ViewDetails/601060600">https://www.usajobs.gov/GetJob/ViewDetails/601060600</a>						
FFR21-0229	<b>Recreation Assistant (Liberty Center)</b>	NF-0189-02 RFT	\$10.00	<b>Liberty Center</b>	<b>SOFA Sponsored</b>	Close: 05/17/2021
<a href="https://www.usajobs.gov/GetJob/ViewDetails/598050900">https://www.usajobs.gov/GetJob/ViewDetails/598050900</a>						
FFR21-0276	<b>CYP Assistant Director</b>	NF-1702-03 RFT	\$18.00 - \$21.00	<b>Hario Village School Age Care</b>	<b>SOFA Sponsored</b>	Close: 05/14/2021
<a href="https://www.usajobs.gov/GetJob/ViewDetails/598316200">https://www.usajobs.gov/GetJob/ViewDetails/598316200</a>						

#### **NOTES:**

Position which this activity recruits locally; will **NOT** be granted Transportation Agreement or any other benefits normally paid to a "Stateside" Hire.

Eligible spouses of active military personnel will be provided preferential consideration. Attach a copy of Sponsor's PCS Orders and Family Entry Approval.

If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veteran Administration, are required to establish compliance with the requirements for active duty and for separation under honorable considerations.

Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e. non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.

Mandatory participation in Direct Deposit Program.

Once submitted, applications and all attached become the property of MWR Sasebo NAF HRO and **WILL NOT** be returned or copied. please contact:

MWR\_Recruitment@fe.navy.mil

Interested Family Members of Active Military and DoD Civilian Personnel including active enlisted military personnels who desire employment during off duty hours are encouraged to submit MWR Employment Application to CNRJ NAF HRO, via email at MWR\_Recruitment@fe.navy.mil and CFAS NAF HRO, M-SA-MWRHROOffice@fe.navy.mil.

The Department of the 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 other non-merit factor.



<b>JOB TITLE</b>	Library Aid
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N922B Community Recreation / Library
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0034A
<b>SALARY RANGE</b>	\$8.50 Hourly
<b>OPENING DATE</b>	Thursday, April 8, 2021
<b>FIRST CUT-OFF DATE</b>	Friday, April 23, 2021 (subsequent cut-offs every 20 days)
<b>CLOSING DATE</b>	Wednesday, June 30, 2021
<b>SERIES &amp; GRADE</b>	NF-1411-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

This position is located in the Community Recreation Division of the Fleet Readiness (FR) Department, Fleet Activities Sasebo, Japan. The purpose of the position is to provide administrative and clerical support to the Librarian and patrons of the library.

#### **DUTIES AND RESPONSIBILITIES**

- Shelves books, magazines, and other library materials according to the various systems used in libraries and ensures all materials are re-shelved in correct order.
- Reviews library's collection to ensure library materials are maintained in correct order in their assigned areas.
- Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian, and performs minor mending.
- Processes new, rebound, and reconditioned library materials for circulation and reference according to established procedures.
- Assists with annual inventory of collection.
- Assists with automated and manual circulation duties, registering and deleting users, charging and discharging library materials, taking requests for reserves and interlibrary loans, and checking to ensure those requests are filled.
- Assists with processing overdue books.
- Following established procedures, assists with the library procurement/acquisition process.
- Explain library rules to users and ensures that users observe library rules.
- Assists users in locating books and information in card catalogs, databases, and on the shelves, referring difficult questions to higher staff members.
- Performs routine clerical task such as answering the telephone, taking messages, and referring callers or visitors to the appropriate staff member.
- Assists in maintaining and updating library statistics and filing. Uses a variety of word processing software to prepare and print a variety of letters, reports, memos, and other text documents.
- Assists in implementing programs, publicity, and the marketing of library services.
- Accurately shelves a variety of library materials and maintains materials in proper order.
- Accurately processes library materials in accordance with established procedures.
- Accurately performs circulation duties.
- Accurately performs record maintenance and overdue processing.
- Courteously receives and greets visitors and answers their questions.
- Courteously assists users by answering questions regarding library services and rules.
- Promptly, efficiently, and politely provides circulation assistance to users. Courteously assists users in finding materials and information, referring difficult questions to the lead technician and/or Supervisory Librarian.
- Accurately queries databases for requested information.
- Properly and promptly performs routine clerical tasks in accordance with established procedures.

- Promptly and courteously answers telephone calls.
- Notifies appropriate staff member of problems in a timely manner.

#### **ADDITIONAL RESPONSIBILITIES**

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

#### **QUALIFICATIONS REQUIRED**

- Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position.
- Must be able to read, write, and speak English.
- Must have experience or training that demonstrates the ability to perform simple computer data processing.
- Typing skills are desirable.
- Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items.
- Must be physically able to frequently lift boxes of up to 40 pounds.
- Must be able to reach up to 72 inches with or without the assistance of a step stool.
- Must be able to satisfactorily complete a pre-employment physical.
- Successful completion of a National Agency Check is required
- Must possess skill in dealing with the public.
- 0 – 3 months general experience.

#### **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

#### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

#### **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

#### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

#### **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

#### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

## HOW TO APPLY

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: MWR\_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

## AGENCY CONTACT INFO

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

## WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



<b>JOB TITLE</b>	Recreation Aid (Theater)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Showboat Theater
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0057A
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Thursday, May 6, 2021
<b>FIRST CUT-OFF DATE</b>	Friday, May 21, 2021
<b>CLOSING DATE</b>	Thursday, June 10, 2021
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	3
<b>DUTY LOCATION(S)</b>	Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

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#### **JOB SUMMARY**

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC). Incumbent performs a variety of duties in support of the Recreation Program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies, fitness and sports.

#### **DUTIES AND RESPONSIBILITIES**

- Performs assigned duties and provides necessary services to authorized patrons, including general information and support of recreation and fitness programs.
- Provides information concerning facilities and operation.
- Ensures adherence to regulations, safety and security procedures.
- Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties.
- Performs numerous functions in support of recreation and fitness program delivery to include inventory control, equipment inspection, restocking, point of sale system operation and cash handling.
- Operates a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loan, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation event set up and break down.

#### **QUALIFICATIONS REQUIRED**

- Knowledge of the MWR department in order to answer customer questions and/or refer customers to the appropriate activity.
- Skilled in keyboarding to include operation of point of sale systems as well as desktop computers.
- Ability to perform basic computer operations.
- Ability to read and comprehend in order to adhere to published rules, regulations, standard operating procedures, checklists, and other guides.
- Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.).
- Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, and division).
- Ability to identify customer needs, deliver expected service and/or resolve routine customer issues.
- Ability to communicate effectively both orally and in writing.
- A high school diploma or GED is preferred.
- General experience of 0 – 3 months and/or high school graduate of equivalent.



## **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

## **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Work schedule is flexible and will vary as required by the needs of the program to include night, weekend, and holiday shifts as well as split days off.

Must be able to obtain and maintain a National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years and/or a Child Care National Agency Check with Inquires when there is regular contact with children under the age of 18.

Must have or be able to obtain and maintain the following certification within 90 days of hire: Emergency First Responder or Cardiopulmonary Resuscitation, Food Handlers, C.A.R.E (Controlling Alcohol Risks Effectively).

## **TRAVEL REQUIRED**

Occasional travel of less than 10% may be required.

## **OTHER INFORMATION**

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The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

## **HOW YOU WILL BE EVALUATED**

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## **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

## **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
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- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability

*of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

#### **HOW TO APPLY**

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Or send resume/application and required documents via email to: MWR\_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

#### **AGENCY CONTACT INFO**

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NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

#### **WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.





<b>JOB TITLE</b>	CY Program Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs /Various
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0071-OC
<b>SALARY RANGE</b>	\$10.63 - \$13.03 Hourly (Entry Level – Target Level)
<b>OPENING DATE</b>	Monday, February 01, 2021
<b>CUT OFF DATE</b>	Cut-offs every 1st and 15th of each month
<b>CLOSING DATE</b>	Friday, December 31, 2021
<b>SERIES &amp; GRADE</b>	CY-1702-01/02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Commander Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

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### **JOB SUMMARY**

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

#### **Mentor**

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

#### **Curriculum**

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable

#### **Indoor and Outdoor Environment**

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

### **Interactions and Relationships**

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

### **Supervision of Children and Youth**

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is 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.

### **Parent and Employee Communication**

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

### **Assessment**

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

### **Compliance**

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

### **Additional Responsibilities**

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

### **QUALIFICATIONS REQUIRED**

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.

A qualified candidate possesses the following:

#### **Entry Level (CY-1702-01)**

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

### **Intermediate Level (CY-1702-01)**

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

### **Target Level (CY-1702-02)**

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

### **EDUCATION**

**\*\*Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. \*\***

### **Entry Level (CY-1702-01)**

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

### **Intermediate Level (CY-1702-01)**

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting AND have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

### **Target Level (CY-1702-02)**

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting AND have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

***Selecting officials reserve the right to offer selectees position levels based on training and experience. This announcement will cover vacancies in multiple areas/locations of CYP in Sasebo, Japan.***

### **Conditions of Employment Cont.:**

This is a designated position and Random Drug Testing required

### **Additional Information**

#### Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

### **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: MWR\_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.org/jobs>.

Or submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

### **REQUIRED DOCUMENTS**

- Resume and NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

#### **WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**



<b>JOB TITLE</b>	CYP Leader
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs/ Various
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0072-OC
<b>SALARY RANGE</b>	\$14.43 - \$16.35, DOE and education/training Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Monday, February 01, 2021
<b>CLOSING DATE</b>	Friday, December 31, 2021
<b>SERIES &amp; GRADE</b>	CY-1702-02
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Sasebo, Japan
<b>WHO MAY APPLY</b>	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

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### **JOB SUMMARY**

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

#### **Mentor**

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

#### **Curriculum**

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.

- Arranges for and/or services appropriate snacks or meals where applicable

### **Indoor and Outdoor Environment**

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

### **Interactions and Relationships**

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

### **Supervision of Children and Youth**

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is 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.

### **Parent and Employee Communication**

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

### **Assessment**

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

### **Compliance**

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

### **Additional Responsibilities**

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

### **QUALIFICATIONS REQUIRED**

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.

A qualified candidate possesses the following:

- Knowledge of developmentally appropriate programs designed to meet physical, emotional, social and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.



- Skill in understanding interests and motivation of individuals and groups in a CYP environment.
- Skill in program planning, organizing, and employee scheduling.
- Skills to provide leadership, mentoring, and guidance to CY Program
- Ability to identify and respond to emergency situations.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Ability to develop curriculum outlines and lesson plans/guides.
- Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills
- 1 year of experience at the CY-II (GSE-04) Level **OR** completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

## **EDUCATION**

**\*\*Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. \*\***

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting **AND** have one of the following:

Completion of the DoD standardized training courses;

**OR**

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

**OR**

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

## **Conditions of Employment Cont.:**

This is a designated position and Random Drug Testing required

## **Additional Information**

## **Conditions of Employment Cont.:**

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. **\*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s).** Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

### **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBBS.gov](http://www.USAJOBBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil). Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2<sup>nd</sup> floor, Bldg PW 47, Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing

date reflected on the vacancy announcement.

**AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

**WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



<b>JOB TITLE</b>	CY Program Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs /Various
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0073-OC
<b>SALARY RANGE</b>	\$10.63 - \$13.03 Hourly (Entry Level – Target Level) Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Monday, February 01, 2021
<b>CUT OFF DATE</b>	Cut-offs every 1st and 15th of each month
<b>CLOSING DATE</b>	Friday, December 31, 2021
<b>SERIES &amp; GRADE</b>	CY-1702-01/02
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Commander Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

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#### **JOB SUMMARY**

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

#### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

##### **Mentor**

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

##### **Curriculum**

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.

- Arranges for and/or services appropriate snacks or meals where applicable

### **Indoor and Outdoor Environment**

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

### **Interactions and Relationships**

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

### **Supervision of Children and Youth**

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is 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.

### **Parent and Employee Communication**

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

### **Assessment**

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

### **Compliance**

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

### **Additional Responsibilities**

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

### **QUALIFICATIONS REQUIRED**

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.

A qualified candidate possesses the following:

#### **Entry Level (CY-1702-01)**

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

### **Intermediate Level (CY-1702-01)**

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

### **Target Level (CY-1702-02)**

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

### **EDUCATION**

**\*\*Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. \*\***

### **Entry Level (CY-1702-01)**

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

### **Intermediate Level (CY-1702-01)**

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting AND have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

### **Target Level (CY-1702-02)**

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting AND have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

***Selecting officials reserve the right to offer selectees position levels based on training and experience. This announcement will cover vacancies in multiple areas/locations of CYP in Sasebo, Japan.***

### **Conditions of Employment Cont.:**

This is a designated position and Random Drug Testing required

### **Additional Information**

#### Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable

diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

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

### **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil).

Please visit our webpage at <http://www.navymwrsasebo.org/jobs>.

Or submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)



## REQUIRED DOCUMENTS

- Resume and NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

## WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**



<b>JOB TITLE</b>	Child and Youth Programs Operations Clerk
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Program
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0074A
<b>SALARY RANGE</b>	\$12.57 Hourly Plus Non-Taxable Post Allowance, if eligible
<b>OPENING DATE</b>	Thursday, April 29, 2021
<b>FIRST CUT-OFF DATE</b>	Thursday, May 6, 2021 (subsequent cut-offs every 20 days)
<b>CLOSING DATE</b>	Thursday, June 3, 2021
<b>SERIES &amp; GRADE</b>	NF-0303-02
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

#### **JOB SUMMARY**

The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Centers (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies.

#### **DUTIES AND RESPONSIBILITIES**

Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures that all USDA food program records are accurate, up-to-date, and readily available. Reviews and submits completed paperwork for background checks. Maintains office files and records. Provides required information to requesting agencies that include but are not limited to Family Advocacy, Naval Investigative Services, Environment, Safety and Fire personnel, and USDA. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Conducts research of records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provides front desk coverage, logs children in and out of the facility, and informs and answers question regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification process, application status, and USDA reporting requirements. Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered. 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 duties as assigned.

#### **QUALIFICATIONS REQUIRED**

- Must be at least 18 years of age.
- Must have a High School Diploma or equivalent.

#### **QUALIFICATIONS PREFERRED**

- Two years of administrative experience is preferred.
- Knowledge of administrative support functions.

- Knowledge of general office automation software, practices and procedure in order to accomplish various work assignments.
- Knowledge of military CDC, CDH, SAC, YP, R&R AND USDA Food programs.
- Ability to maintain a computerized database and a working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system.
- Ability to maintain accurate reports and records and military style documents.
- Ability to communicate effectively in English, both verbally and in writing.
- Skill in cash handling.

## **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

## **CONDITIONS OF EMPLOYMENT**

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.

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.

Must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, candidates or employees will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the candidate will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

## **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants

with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR\_Recruitment@fe.navy.mil to ensure proper consideration is given.

### HOW YOU WILL BE EVALUATED

Using the qualifications of the position, a predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

### REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

### HOW TO APPLY

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: MWR\_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/directory-more/job-opportunities>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2<sup>nd</sup> Floor of Building PW 47, Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

### AGENCY CONTACT INFO

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

### WHAT TO EXPECT NEXT

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<b>JOB TITLE</b>	Cook (Harbor View Club)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Harbor View Club
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0089A
<b>SALARY RANGE</b>	\$11.64 Hourly
<b>OPENING DATE</b>	Thursday, May 13, 2021
<b>FIRST CUT-OFF DATE</b>	Friday, May 28, 2021 (subsequent cut-offs every 20 days)
<b>CLOSING DATE</b>	Wednesday, July 7, 2021
<b>SERIES &amp; GRADE</b>	NA-7404-04
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

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#### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

- Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables.
- Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings.
- Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets.
- May prepare and bake pizza.
- Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading.
- Weighs, measures, and dispenses foods in accordance with portion controls.
- Mixes ingredients according to precisely written recipes.
- Sets up and replenishes salad bar.
- Covers, dates, and stores leftovers according to established procedures.
- Cleans and maintains equipment and work areas.
- Maintains accurate food inventories and rotates stock items to prevent spoilage.

#### **ADDITIONAL RESPONSIBILITIES**

- Kitchens are often warm and noisy.
- Exposed to steam, fumes, odors, danger of falling, burns, and cuts.  
Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.
- Performs other related duties as required.

#### **QUALIFICATIONS REQUIRED**

- Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods.
- Ability to read and understand written food service material such as food labels, standardized recipes, etc.
- Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings.
- Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required.
- Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time.
- Knowledge of sanitation principles.  
Ability to do the work of the position without more than normal supervision.

## EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

## CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

## OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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## HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

## BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

## REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

## HOW TO APPLY

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil). Please visit our webpage at <http://www.navy.mwr.sasebo.com/jobs>.

Or submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

**AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

**WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Bar Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Galaxies Club
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0114
<b>SALARY RANGE</b>	\$9.98 Hourly
<b>OPENING DATE</b>	Friday, February 5, 2021
<b>FIRST CUT-OFF DATE</b>	Friday, February 15, 2021
<b>CLOSING DATE</b>	Open Until Filled
<b>SERIES &amp; GRADE</b>	NA-7405-02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	3
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius)

### **JOB SUMMARY**

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent assists in the operation of a full service bar from which all types of alcoholic and non-alcoholic drinks are mixed and served. (Must meet minimum age requirements.)

### **DUTIES AND RESPONSIBILITIES**

- Sets up full service, limited service, and special party or banquet bars with the necessary supplies such as beverages, mixes, condiments, ice, and a variety of liquors and liqueurs, prior to opening the bar.
- Continually checks the cleanliness of the bar, its equipment and the bar area, and resupplies as needed or as directed by the bartender.
- Disposes of waste materials.
- Unloads and stacks all necessary supplies, cleans and replaces pressurized containers.
- Skill to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons.
- Ability to mix and serve simple drinks under close technical guidance of a Bartender.
- Ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed.
- Receives specific instructions concerning completion of assignments and makes simple decisions such as the type and amount of bar supplies needed from the storage room.
- With unusual assignments, the supervisor frequently checks the work, whereas repetitive assignments are completed with minimal supervision.
- Work requires frequent light to moderate lifting and carrying of objects weighing 5 to 15 lbs. and pushing and pulling objects weighing 10 to 20 lbs.
- Occasionally required to lift up to and over 40 lbs. Heavier objects such as beer kegs are usually transported with the aid of a dolly.
- Work is normally performed inside with adequate light, heat and fresh air.
- May be exposed to the possibility of chapped hands, bruises, and cuts

### **QUALIFICATIONS REQUIRED**

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.

- Must be at least 20 years of age.
- Must have the ability to meet and converse with the public in a friendly and courteous manner and work harmoniously with co-workers and members of the MWR Department.
- Must be able to stand and walk for long periods of time and be able to work day, night and weekend shifts, including holidays.
- Must complete the Food Handler's Certification satisfactorily.

- Must be able to work harmoniously with co-workers and members of the MWR Department.

### **CONDITIONS OF EMPLOYMENT**

- Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).
- Must be at least 20 years of age.
- Must be able to work day, night and weekend shifts, including holidays.

### **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR\_Recruitment@fe.navy.mil to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

### **HOW TO APPLY**

Interested applicants can submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 210.

Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan

NAF Human Resource Office (N941)

PSC 473 Box 12

FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR\_RECRUITMENT@fe.navy.mil

### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

### **AGENCY CONTACT INFO**

Commander Navy Region Japan

NAF Human Resources Office (N941) Commander, Navy Installation Command

PSC 473 Box 12 Tel: (315) 243-5446 / 046-816-5446

FPO AP 96349-0001 Email: MWR\_RECRUITMENT@fe.navy.mil

### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Club Operations Assistant (Duty Manager)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Galaxies Club
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0150
<b>SALARY RANGE</b>	\$10.00 - \$14.00 Hourly, Depending on Experience
<b>OPENING DATE</b>	Thursday, February 25, 2021
<b>FIRST CUT-OFF DATE</b>	Thursday, March 11, 2021 (cut-offs every 2 weeks)
<b>CLOSING DATE</b>	Thursday, November 25, 2021
<b>SERIES &amp; GRADE</b>	NF-1101-02
<b>POSITION INFORMATION</b>	Flex
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

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#### **JOB SUMMARY DUTIES AND RESPONSIBILITIES**

- Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends.
- Responsible for the issues, receipts, and control of cash.
- Makes unscheduled cash counts.
- Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues.
- Inspects and secures facility at the end of the shift.
- Maintains and enforces security for funds, merchandise, supplies, equipment, and property in accordance directives and regulations.
- Must be alert to alcohol abuse and take appropriate action.

#### **ADDITIONAL RESPONSIBILITIES**

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

#### **QUALIFICATIONS REQUIRED**

- A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required.
- Familiarity with cash handling procedures and sales operation.
- Ability to communicate both orally and in writing, and to provide work direction to other employees.
- General experience of 0 to 6 months and progressively responsible clerical, office, or other work that indicates the ability acquire the knowledge and skills needed to perform the duties of the of the position to be field.
- Must have a high school diploma or equivalent.

#### **EDUCATION**

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the

Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

### **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

### **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

### **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil). Please visit our webpage at <http://www.navywmrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2<sup>nd</sup> floor, Bldg. PW 47, Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446

**WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	CYP Cook
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0152
<b>SALARY RANGE</b>	\$15.03 Hourly Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Monday, March 15, 2021
<b>FIRST CUT-OFF DATE</b>	Tuesday, March 30, 2021 (follow-on cut-offs every 20 days)
<b>CLOSING DATE</b>	Wednesday, June 30, 2021
<b>SERIES &amp; GRADE</b>	NA-7404-08
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Hario Village CDC, Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

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## **JOB SUMMARY**

The purpose of the Child and Youth Program (CYP) Cook position is to perform a variety of food preparation and food service tasks for the CYP. This position is located in a Child Development Center (CDC) but may assist with food preparation for the School Age Care (SAC) Program.

## **DUTIES AND RESPONSIBILITIES**

- The CYP Cook performs various tasks or a sequence of tasks in food service preparation.
- Tasks consist of several steps that require attention to work operation and follow and established sequence of work.
- Prepares all types of meats, poultry, seafood, vegetables, fruit sauces, and gravies for menus
- Prepare, cook, season, and portion food for all meals by following standardized recipes at different levels of difficulty and plan, regulate, and schedule cooking procedures so that numerous completed food products are ready at the appropriate temperature at a time.
- Plan and prepare or coordinate the preparation of an entire meal.
- Prepare menu items using special or difficult recipes that require numerous interrelated steps, many ingredients, lengthy preparation time.
- Prepare a variety of menu items using several different and complex methods of preparation such as cool or chill.
- Designs, implements and maintains specialized and general office.
- Monitor temperatures and steam pressures, evaluate the condition of food being cooked at frequent intervals, and turn and baste meat to add flavor and to prevent uneven cooking and drying out.
- Modify recipes for ingredient quantities, the number of servings, and the size of the equipment available.
- May perform the following: cleaning serving carts, food preparation areas, cupboards, drawers, and dishwashing areas; set up and operate a mechanical dishwasher; scrapes, soaks, scours, and scrubs the heavier cooking utensils such as mixing bowls and pots; performs heavy-duty cleaning tasks throughout the food service and related areas, such as cleaning ceilings; cleaning exhaust hoods; cleaning spaces under and behind kitchen equipment, including moving the equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigerators and freezers; and sanitizing garbage room.
- Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures.
- Labels and dates all items in refrigerators and freezers and stores leftovers in accordance with sanitation and health standards. Stores canned, boxed, and/or frozen items in food storage area.
- May unload food and supplies from delivery trucks. Responsible for complying with security, fire and sanitation rules, policies, procedures, and regulations. Ensures compliance with U.S. Agriculture

(USDA) Child and Adult Care Food Program (CACFP), and all pertaining standards, policies, and regulations.

- 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.

#### **ADDITIONAL RESPONSIBILITIES**

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

#### **QUALIFICATIONS REQUIRED**

- Incumbent must be at least 18 years of age with a High School Diploma or equivalent.
- Knowledge and understanding of food handling techniques, personal hygiene standards, and safe work procedures.
- Thorough knowledge of the full range of food preparation principles including the techniques and procedures necessary to develop new or revise current recipes and to prepare and cook food in large quantities.
- Working knowledge of sanitation standards and procedures to prevent contamination, such as the need to clean equipment previously used for raw food before further use and the need to use a chemical sanitizer or maintain proper water temperature when cleaning dishes.
- Skill to perform tasks involving several procedures to prepare and cook food in large quantities.
- Skill to overcome practical production problems, evaluate final food products, and initiate corrective action when an item does not meet established quality standards.
- Skill to develop standardized recipes for quantity cooking; able to expand and modify recipes according to the capacity of the equipment in the kitchen as well and in response to adjustments in the number of servings required.
- Skill to manage various cooking processes so that food items are served at their peak taste, texture, and appearance with minimum holding periods and so that safe and critical temperature and time control points are met.
- Ability to coordinate a full range of food preparation activities involving quantity food production where a number of items are cooked simultaneously and require varied cooking methods, timing requirements, many ingredients, and numerous interrelated steps.
- Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skill.

#### **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

#### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

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.

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.



## OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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## HOW YOU WILL BE EVALUATED

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## BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

## REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
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- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

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Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil). Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

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## AGENCY CONTACT INFO

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Commander, Navy Installation Command  
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<b>JOB TITLE</b>	Recreation Assistant (Lifeguard)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N921 Fitness, Sports, and Deployed Forces Support
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0200
<b>SALARY RANGE</b>	\$10.00 - \$12.50 Hourly, depending on Experience
<b>OPENING DATE</b>	Friday, April 9, 2021
<b>FIRST CUT-OFF DATE</b>	Thursday, April 29, 2021
<b>CLOSING DATE</b>	Monday, May 31, 2021
<b>SERIES &amp; GRADE</b>	NF-0189-02
<b>POSITION INFORMATION</b>	FLEX (Flexible working hours, to include evenings and weekends)
<b>NUMBER OF VACANCIES</b>	4
<b>DUTY LOCATION(S)</b>	Fleet Fitness Complex at Commander, Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius)

\*\*Seasonal positions with a term that will end no later than October 2, 2021\*\*

#### **JOB SUMMARY**

These positions are assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Fleet Activities Sasebo, Japan. Position provides lifeguard duties; is responsible for safeguarding the lives of persons at the assigned work area; assists with Aquatic training, education, and general support at the installation.

#### **DUTIES AND RESPONSIBILITIES**

Performs all pool lifeguard responsibilities (e.g., supervising swimmers/patrons and their activities, monitoring all natural water activities, applying first aid, enforcing safety rules, reporting safety hazards to supervisor, performing water rescues as necessary, etc.). Observes conditions of area assigned (e.g., possible hazards, water/chemical conditions, wind and weather, etc.) to ensure a safe environment, removing hazardous materials when necessary (e.g., floating debris, glass, etc.). Performs rescue work, promptly renders cardiopulmonary resuscitation (CPR) or emergency first aid, and calls for medical assistance as necessary. Conducts and documents pool chemical testing results. Checks chlorine and pH levels on a scheduled basis; notifies Certified Pool Operator or supervisor of chemical imbalances; adjusts chemicals as directed. Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy. Provides introductory equipment orientations, as needed. Checks identification cards for authorized patrons and collects usage fees, if applicable. Serves as the primary liaison between the activity, security, medical departments, and Aquatics Coordinator during emergency situations. Performs cleaning duties (e.g., basic janitorial services, vacuuming, skimming, etc.) and routine facility maintenance as assigned by Aquatics Coordinator. Inspects stands, boards, ropes, safety gear and condition of the dressing rooms, ensuring they are within the condition required by environmental health standards. Informs supervisor of deficiencies. Uses and maintains care of emergency equipment (e.g., specialized kits and bags, backboards, suction devices, splints, stretchers, monitoring equipment, etc.). Enforces applicable policies and procedures of Morale, Welfare, and Recreation (MWR) regarding the use of Aquatic facilities. Prepares accident/incident reports during emergency situations. Notifies management of all emergencies immediately. Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).

#### **QUALIFICATIONS REQUIRED**

Knowledge of pool safety rules. Knowledge of DoD, DON and CNIC policies and procedures governing aquatic assessment testing and certifications. Knowledge of applicable policies and procedures of MWR regarding the use of Aquatic facilities. Knowledge of cash handling procedures. Ability to appropriately identify hazards or hazardous situations and identify a patron's need for assistance immediately. Ability to tactfully, but forcefully, provide instruction on water safety, facility rules and regulations, and enforce them. Ability to conduct routine safety inspections of the facility and pool area to ensure they meet

environmental health standards. Knowledge of and ability to conduct pool chemical testing, document the results, and adjust chemical imbalances, as directed. Ability to exercise control over a large group of people. Ability to communicate effectively both orally and in writing.

Approved and current nationally recognized certification as a Lifeguard/First Aid/ and CPR Certification.

#### **CONDITIONS OF EMPLOYMENT**

Must be able to satisfactorily complete background investigation - National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years.

Must have or be able to obtain and maintain a valid state driver's license.

Must be able to work varied work schedules to include nights, weekends and holidays.

Must be able to work with hazardous and biohazardous materials (e.g., cleaning agents, pool chemicals, blood, etc.).

Must be able to pass an initial and recurrent physical agility test.

Must possess and maintain the following certifications: Lifeguard Training Certification in accordance with CNICINST 1710.3; CPR for the Professional Rescuer and Healthcare Providers; First Aid to include Automated External Defibrillator Certification; and Blood Borne Pathogens.

#### **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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#### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

#### **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

#### **HOW TO APPLY**

Interested applicants can submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212.

Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan  
NAF Human Resource Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR\_RECRUITMENT@fe.navy.mil

#### **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

#### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

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Email: MWR\_RECRUITMENT@fe.navy.mil

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<b>JOB TITLE</b>	Recreation Aid (Liberty Center)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N922 Community Recreation / Liberty Center
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0219A
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Friday, April 16, 2021
<b>FIRST CUT-OFF DATE</b>	Saturday, May 1, 2021
<b>CLOSING DATE</b>	Friday, May 21, 2021
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	Flex (Flexible working hours, including evenings and weekends)
<b>NUMBER OF VACANCIES</b>	4
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

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#### **JOB SUMMARY**

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC). Position performs a variety of duties in support of the Recreation Program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies, fitness and sports.

#### **DUTIES AND RESPONSIBILITIES**

- Performs assigned duties and provides necessary services to authorized patrons, including general information and support of recreation programs.
- Provides information concerning facilities and operation. Ensures adherence to regulations, safety and security procedures.
- Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties.
- Performs functions in support of recreation and fitness program delivery to include inventory control, equipment inspection, restocking, point of sale system operation and cash handling.
- Operates a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loan, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation event set up and break down.

#### **ADDITIONAL RESPONSIBILITIES**

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

#### **QUALIFICATIONS REQUIRED**

- Ability to learn MWR policies, rules and regulations, standard operating procedures, checklists and other guides.
- Skilled in keyboarding to include operation of point of sale systems as well as desktop computers. Ability to perform basic computer operations.

- Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.).
- Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, and division).
- Ability to identify customer needs, deliver expected service and/or resolve routine customer issues.
- Ability to communicate effectively both orally and in writing.
- General experience of 0–3 months.

## **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If college degree is not conferred, you **MUST** provide a copy of your high school diploma or equivalent with your college transcripts. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

## **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

## **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

## **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

## **BENEFITS**

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

## **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S.

*organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

#### **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil).

Please visit our webpage at <https://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

#### **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

#### **WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.





<b>JOB TITLE</b>	Recreation Assistant (Outdoor Recreation)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N922 Community Recreation / Outdoor Recreation
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0221A
<b>SALARY RANGE</b>	\$10.00 Hourly Plus Non-Taxable Post Allowance, if eligible
<b>OPENING DATE</b>	Tuesday, May 11, 2021
<b>FIRST CUT-OFF DATE</b>	Wednesday, May 26, 2021
<b>CLOSING DATE</b>	Tuesday, June 15, 2021
<b>SERIES &amp; GRADE</b>	NF-0189-02
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

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#### **JOB SUMMARY**

Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation.

#### **DUTIES AND RESPONSIBILITIES**

- Provides customer service, information and support of Community Recreation programs and activities. Service to MWR customers includes, but is not limited to: checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies, and preparing snack bar menu items or prepackaged retail items.
- Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs.
- Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift.
- Assists in processing customer Internet registrations (i.e. Net Near You), initial log-ins and event registrations.
- Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories items and completes inspections upon return. Notifies supervisor or program lead if damage or loss has occurred.
- Ensures all rental or check-out forms are properly completed and reservation and checkout procedures are followed. Conducts inventory, maintains inventory controls and maintains equipment for proper accountability of program equipment and resources.
- Assists in administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports. Provides recreation experiences related to leisure skill sets in the form of day and weekend trips.
- Assists in day-to-day administration of multiple programs to which assigned. Tasks include submission of event after-action reports, patronage data collection and entering program data.
- Performs inventory of various types of equipment, retail goods, supplies and items deemed to have cash value.
- Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics.



- Assists with recruitment, training and scheduling of Community Recreation staff. Actively supports the command statement on adherence to EEO principles and policies. Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events. Performs entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools, as needed. Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational E-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. Performs community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up. Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base.
- Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Provides support for Community Recreation event set up and break down.
- Performs other duties as assigned as they pertain to the duties of this position.

### **QUALIFICATIONS REQUIRED**

- High school diploma or equivalent.
- Combination of experience related to customer service and or recreation activity based functions. Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities.
- Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests.
- Knowledge of the functions, procedures, and operations of recreation activities.
- Ability to organize, plan, administer special events and entertainment activities.
- Must be able to work independently, make sound decisions and have the ability to communicate effectively, both orally and in writing.
- Must have strong customer service skills.
- Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers.
- Ability to follow oral and written instructions. Knowledge of computers, office procedures and print production.
- General experience of 0-6 months preferred.

### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must have or be able to obtain within 90 days of being placed in the position and maintain a valid state drivers' license in order to transport patrons off-base. Wear protective clothing and equipment as situations warrant.

Must be C.A.R.E (Controlling Alcohol Risks Effectively) trained, hold an Emergency First Responder (EFR) or CPR First Aid certification, and hold a current Food Handler certification, upon being placed in the position OR be able to obtain these trainings/certifications within 90 days of being placed in the position.

Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays when the need arises.

### **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge,

skills, and abilities will be used for each application.

## **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

## **REQUIRED DOCUMENTS**

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

## **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil).

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2<sup>nd</sup> floor, Bldg PW 47, Room 212.

## **AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

## **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Recreation Assistant (Liberty Center)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N922 Community Recreation / Liberty Center
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0229
<b>SALARY RANGE</b>	\$10.00 Hourly Plus non-taxable Post Allowance, if eligible
<b>OPENING DATE</b>	Monday, April 12, 2021
<b>FIRST CUT-OFF DATE</b>	Tuesday, April 27, 2021
<b>CLOSING DATE</b>	Monday, May 17, 2021
<b>SERIES &amp; GRADE</b>	NF-0189-02
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

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#### **JOB SUMMARY**

Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation.

#### **DUTIES AND RESPONSIBILITIES**

- Provides customer service, information and support of Community Recreation programs and activities.
- Service to MWR customers includes, but is not limited to: checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies, and preparing snack bar menu items or prepackaged retail items.
- Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs.
- Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift.
- Assists in processing customer Internet registrations (i.e. Net Near You), initial log-ins and event registrations.
- Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories items and completes inspections upon return.
- Notifies supervisor or program lead if damage or loss has occurred. Ensures all rental or check-out forms are properly completed and reservation and checkout procedures are followed.
- Conducts inventory, maintains inventory controls and maintains equipment for proper accountability of program equipment and resources.
- Assists in administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports.
- Provides recreation experiences related to leisure skill sets in the form of day and weekend trips.
- Assists in day-to-day administration of multiple programs to which assigned.
- Tasks include submission of event after-action reports, patronage data collection and entering program data.
- Performs inventory of various types of equipment, retail goods, supplies and items deemed to

have cash value.

- Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics.
- Assists with recruitment, training and scheduling of Community Recreation staff.
- Actively supports the command statement on adherence to EEO principles and policies.
- Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events.
- Performs entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools, as needed.
- Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational E-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs.
- Performs community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up.
- Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base.
- Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Provides support for Community Recreation event set up and break down.
- Performs other duties as assigned as they pertain to the duties of this position.

#### **QUALIFICATIONS REQUIRED**

- High School Diploma or equivalent
- Combination of experience related to customer service and or recreation activity based functions. Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities.
- Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests.
- Knowledge of the functions, procedures, and operations of recreation activities.
- Ability to organize, plan, administer special events and entertainment activities.
- Must be able to work independently, make sound decisions and have the ability to communicate effectively, both orally and in writing.
- Must have strong customer service skills.
- Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers.
- Ability to follow oral and written instructions.
- Knowledge of computers, office procedures and print production.

#### **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If college degree is not conferred, you **MUST** provide a copy of your high school diploma or equivalent with your college transcripts. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

#### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

#### **OTHER INFORMATION**

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### HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

### BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.nafhealthplans.com/enrollment/cnic>

### REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or \*related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

### HOW TO APPLY

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil).

Please visit our webpage at <https://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

### AGENCY CONTACT INFO

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



<b>JOB TITLE</b>	Child and Youth Program (CYP) Assistant Director (Hario SAC)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR21-0276
<b>SALARY RANGE</b>	\$18 - \$21 Hourly, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
<b>OPENING DATE</b>	Wednesday, April 14, 2021
<b>FIRST CUT-OFF DATE</b>	Thursday, April 29, 2021
<b>CLOSING DATE</b>	Friday, May 14, 2021
<b>SERIES &amp; GRADE</b>	NF-1702-03
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Hario School Age Care, Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

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#### **JOB SUMMARY**

The purpose of the Child and Youth Program (CYP) Assistant Director position is to assist the CYP Director of the School Age Care (SAC) program to administer a developmentally appropriate SAC program. A CYP Assistant Director is assigned to a SAC program when over 100 children are enrolled. This position is expected to work with the Youth Director with minimum supervision toward the overall objectives of administering the SAC program. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements.

#### **DUTIES AND RESPONSIBILITIES**

Assists with the development and supervision of a developmentally appropriate SAC program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Assists in providing program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards. Assists interpreting and applying child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment. Assists with development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation. Assists with collection and maintenance of up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. This may include hours of operation, transportation to schools attended by eligible patrons, and programming needs of the military community. Assists in overseeing the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds. Adheres to authorized methods of acquisition. Supervises a staff of three or more typically comprised of Program Assistants, Food Service Workers, and Operations Clerks. Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies. Establishes local performance standards for employees and volunteers using established standards and requirements and rates employees' performance. Resolves complaints related to personnel and makes recommendations to the Director for corrective action as necessary. Develops staffing schedule in accordance with established ratios and group sizes and submits it to supervisor for approval. Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training. Assists with ensuring training is competency based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential, Military School-Age (MSA) credential or college level classes. Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Assists with implementation of these SOPs. Assists with establishing and implementing combined Parent Involvement Board (PIB) that includes parents and representatives from the Child Development Center (CDC), Child Development Home (CDH), SAC, and

Youth Program. Gives input into the development of CYP employee and parent handbooks and assists with the distribution of these handbooks. Assists with ensuring the person responsible for maintaining the Central Waiting List (CWL) is aware of vacancies within the program in order to ensure maximum utilization of spaces. Assists in establishing a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Models appropriate behaviors and techniques for working with children and youth when working with CY Program Assistants and Leaders. 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. Assists with implementation and support of policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards. Assists in ensuring compliance with law, policies, and regulations applicable to DoD CYP programs. Assists in obtaining and retaining DoD certification and accreditation. Assists with the development and provision of programs related to the core program areas outlined in the OPNAV and required by the DoN such as Boys and Girls Club of America (BGCA) or 4-H required programs. Assists in ensuring compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). 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 duties as assigned.

#### **QUALIFICATIONS REQUIRED**

- Must be at least 18 years of age with a high school diploma or equivalent.
- Must have one of the following:

Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth profession.

OR

A 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, 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 and/or youth.

OR

A four-year degree or higher in these areas AND 1 year of full-time experience working with children and/or youth.

#### **CONDITIONS OF EMPLOYMENT**

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.

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.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003, this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

Must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, applicants will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense.



Additionally, the applicant will be automatically disqualified if he or she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

## **EDUCATION**

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

## **OTHER INFORMATION**

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

## **HOW YOU WILL BE EVALUATED**

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

## **BENEFITS**

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

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

## **HOW TO APPLY**

Interested applicants can apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov).

Or send resume/application and required documents via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil).

Please visit our webpage at <https://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: Human Resources Office located on the 2<sup>nd</sup> Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and **MUST** be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

## **REQUIRED DOCUMENTS**

- Resume and NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and **MUST** be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

**Note:** To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. \*If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated



*for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

**AGENCY CONTACT INFO**

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

**WHAT TO EXPECT NEXT**

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.