

# Announcement Text

---

**Job Title**

Lead Child and Youth Program Assistant (Level 5) CY-02

**Job Announcement Number**

O3NAFDU2111291508

**Series & Grade**

CY-1702-2

**Promotion Potential**

2

**Open Period**

11/08/2021 to 11/12/2021

**Service Type**

Competitive

**Salary Range**

\$18.02 to \$21.97 Per Hour

**Appointment Type**

Permanent

**Work Schedule**

Full-time

**Security Clearance**

Not Required

**Position Sensitivity and Risk**

Non-sensitive (NS)/Low Risk

**Trust Determination Process**

Suitability/Fitness

**Department**

Department of the Army

**Agency**

Army Installation Management Command

**Hiring Organization**

Lee Road Child Development Center

**Application Count**

N/A

**Duty Locations**

Fort Jackson, South Carolina

**Hiring Paths**

The public

**Travel Required**

No

**Relocation Authorized**

No

**Telework Eligible**

No

**Supervisory Status**

No

**Drug Test Required**

No

---

**Marketing Message**

N/A

**Marketing Link**

<https://jackson.armymwr.com/>

**Marketing Video Link**

N/A

**Benefits Link**

<https://nafbenefits.com>

---

**Summary**

This position is located at the Lee Road Child Development Center.

***Hours of operation will be identified upon interview with hiring official***

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.

**Responsibilities**

Supervises children and youth ranging in age from 6 weeks to 18 years during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.

Works with trainers and supervisors to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth.

Relays instructions from the supervisor, makes activity assignment, and gets the work started in accordance with daily activity plans.

Monitors staff-to-child ratio to ensure adequate staffing.

Provides input to the supervisor as requested concerning promotions, reassignments, performance evaluations, incentive awards, etc.

---

**Conditions of Employment**

Direct Deposit and Social Security Card is required.

Meet qualification/eligibility/background requirements for this position.

A one year probationary period may be required.

Satisfactorily complete an employment verification (E-Verify) check.

Completed and signed DA Form 3433 is required prior to entrance on duty.

Pursuant to EO 14043, all Federal employees, regardless of duty location or work arrangement, must be fully vaccinated for COVID-19 by November 22, 2021, or before entrance on duty if after November 22, subject to exceptions as required by law.

If selected, the agency will provide information regarding what documentation is needed and how to request any legally required exceptions from this requirement.

Proof of vaccination will be required. To ensure compliance with this mandate, review the vaccination requirements, to include timelines for receiving required doses, at the following: <https://www.saferfederalworkforce.gov/faq/vaccinations/>

Males born after 12-31-59 must be registered or exempt from Selective Service, see [www.sss.gov](http://www.sss.gov).

Must be 18 years of age at time of employment. Satisfactory completion of pre-employment background checks in accordance with AR 215-3, para.2, and a Child Care Tier 1 background investigation is required.

Must have current health assessment which documents good mental and physical health, freedom from communicable disease, and immunizations IAW current Army and DoD policy including annual influenza vaccinations.

For positions in Child Development Centers, possess and maintain the physical ability to lift and carry up to 40 lbs., walk, bend, stoop, and stand on a routine basis.

Incumbent is legally required to report all suspected incidents of child abuse/neglect.

Individual who have been trained will be required to administer routine and rescue medications prescribed by a physician to children/youth, perform CPR and first aid, and provide a reasonable accommodation to children/youth with a special need.

Travel to on and off post locations may be required. Schedule may include irregular hours, evenings, and/or weekends. Duties involve working both indoors and outdoors.

Successful completion of Lead Foundation Level training and annual training requirements is required.

Position, duty hours, location and/or activity are subject to change based on mission requirements.

## Qualifications

Candidate must possess a high school diploma or GED certificate and be able to communicate effectively in English, both orally and in writing and have:

1. Two years of specialized experience working in a group program with children or youth **PLUS**
2. An associate's degree or at least 60 semester hours with a major course of study (24 semester hours) with content directly related to the age group to which assigned, for example: Child Development Centers: Early Childhood Education/Child Development, Elementary Education, Special Education, or directly-related behavioral or cultural science (developmental psychology, child psychology/sociology, sociology of the family, gender identity, parenting).

### OR one of the following:

1. Possess and maintain one of the following directly related to the age group of the position to which assigned: Child Development Associate (CDA) Credential, Military School Age Credential, Army Youth Practicum or other nationally recognized Youth Development Credential.
2. A bachelor's Degree or at least 120 semester hours with a major course of study (24 semester hours) with content as indicated above.

**This position contains an educational requirement.**

**General psychology/sociology coursework is not qualifying.**

**Proof of education/certifications must be uploaded at the time of application.**

**Failure to provide the requested documentation will result in disqualification.**

**Official transcripts must be submitted prior to being appointed to the position.**

## Education

N/A

---

## Other Information

### Area of Consideration:

- The Area of Consideration for this vacancy announcement is **50 miles or less to Columbia, SC (Fort Jackson)**. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)

### Manual Applications:

- If you are unable to apply online, you may submit your application package using a manual application method. Please contact the NAF Human Resources Office or representative listed on this job announcement to request a copy of the manual application form. All completed manual application forms (along with resume and other supporting documentation) must be received no later than **2:30 PM** by 11/12/2021 in order to process your application in a timely manner. Please note that neglecting to respond to the job related questions may result in an ineligible rating.

### Allowances, Incentives, and PCS Costs:

- Allowances, differentials, or incentives will not be paid.
- Payment Permanent Change of Station (PCS) costs are not authorized, based on a determination that a PCS move is not in the Government's interest.

### Please check out our Applicant Information Kit:

- It contains additional information applicants may find useful when applying for our jobs. (To view the kit, click or copy and paste this URL: <https://publicfileshare.chra.army.mil/Applicants/NAF%20Applicant%20Information%20Kit.pdf>).

### Other:

- Additional referrals may be made from this vacancy announcement for up to 90 days after the closing date.

## How You Will Be Evaluated

Applicants can claim the following eligibilities:

- NAF Preference - Involuntarily Separated From the Military
- NAF Preference - Spouse Employment Preference (SEP)
- NAF Priority Consideration - Business Based Action
- NAF Priority Consideration - Current Appropriated Funds Employee CNE (APF)
- NAF Priority Consideration - Current/Former NAF Employee (CNE/FNE)
- NAF Priority Consideration - Outside Applicant Veteran (OAV)
- NAF Priority Consideration - Parent of a Veteran (OAV)
- NAF Priority Consideration - Spouse/Widow(er) of a Veteran (OAV)

## Required Documents

**The following documents must be submitted with your application:**

- Resume
- Transcript

**Optional:** Job Application (DA Form 3433) will be accepted in place of a Resume.

**The below items are accepted and may be needed to support a qualification and/or a claimed priority/preference:**

- Cover Letter
- DD-214/ Statement of Service
- DA Form 3433
- DA Form 3434
- Marriage Certificate if name is NOT listed on PCS orders
- Valid Child Development Associate (CDA) credential or equivalent
- PCS Orders
- Reasonable Accommodation Documentation
- Resume
- Separation Notice (RIF)
- SF-50/ Notification of Personnel Action
- Transcript

---

## How To Apply

You may submit your application package using one of the two methods identified below:

1. **Electronically (preferred)** at <https://www.usajobs.gov/> and search for Vacancy Number (VIN): 11291508. Announcement closes at 11:59 PM Eastern Time on the closing date listed on this announcement.
2. **Manually:** Please refer to the "Additional Information" section of this announcement for instructions.

## Next Steps

Your resume will be reviewed to verify that qualification requirements have been met. We appreciate your interest in this position!

---

## Agency Information

DU-NAF-W6CCAA US ARMY GARRISON FT JACKSON  
DO NOT MAIL  
Fort Jackson, SC 29207

## Questions about this job

Martina Peachey  
Phone: (803) 751-7175  
Email: [martina.peachey.naf@mail.mil](mailto:martina.peachey.naf@mail.mil)

## Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/621322300>