

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70177	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSF-AIRMAN & READINESS SERVICES FLIGHT LOS ANGELES AFB, CA
			EXEMPT	

3. POSITION TITLE CHILD AND YOUTH PROGRAM ASSISTANT (ENTRY LEVEL)	4. CLASSIFICATION (PAY BAND I) CY-1702-01	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 01 Mar 12
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DUTIES AND RESPONSIBILITIES

Serves as a Child and Youth Program Assistant (CYPA) in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in providing and leading planned activities. Assist children and youth with special projects, homework and life skills. Performs simple routine tasks following step-by-step instructions. Helps establish a program environment and promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate the daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Helps create adult-made games and play materials (i.e., mixing paint, play dough, assembling props, activities, etc.) Interacts with children and youth using approved child guidance and youth development techniques as provided by the supervisors. Attends to the physical needs of the children, as applicable. Interacts professionally with staff members, parents, supervisors and volunteers. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and models safety, fitness, health and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals, where applicable. Notifies supervisor of health, fire, and safety compliance concerns. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with an authorized person according to written parental instructions. Assists in maintaining program participation data and completing required daily reports. Participates in program evaluations as required. Assists in achieving and maintaining DoD certification and national accreditation, where applicable. Ensures compliance with policies and regulations applicable to Air Force Child and Youth Programs. May be required to transport children in government vehicles. Performs other related duties as assigned.

QUALIFICATIONS

BASIC REQUIREMENT: Must be at least 18 years of age, hold a high school diploma (or equivalent) and must speak, read and write English. Must meet specific physical requirements, pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate, and satisfactorily complete installation, state and national criminal background checks. Little or no previous training or experience is required. Must satisfactorily complete mandatory training as specified below. Must possess maturity and good judgment and like working with children, youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport children.

PERFORMANCE STANDARDS

Will successfully demonstrate basic knowledge regarding: (1) Emergency procedures, e.g., fire evacuation, caring for an injured child or youth; (2) Protection of children's health and safety, e.g., sanitation procedures, recognition of indoor/outdoor hazards, child and youth accountability; (3) Child abuse identification, reporting and prevention; positive guidance and including redirection techniques; (4) Developmentally appropriate practice e.g., activities, adult to children interactions, enhancing a learning environment.

TRAINING

Prior to working with children/youth, must successfully complete the AF orientation training program. Must complete a minimum of three AF Modules, First Aid and CPR (as applicable) within the first 6 months of employment. Successfully complete a minimum of three modules every three months after fulfilling the initial 6 month period requirement; demonstrate competency in and complete all modules within 18 months of employment.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR <i>Patricia A. Brown, Flight Chief Airman & Family Svcs</i>	DATE <i>27 Feb 2017</i>
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