

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70178	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 (INTERMEDIATE LEVEL)		4. CLASSIFICATION (PAY BAND I) CY-1702-02		5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 01 Mar 12

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 planning, coordinating and conducting activities for program participants including group as well as individual child and youth activities. Establishes a program environment that sustains participant interest 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 a daily schedule. Assists children and youth with special projects, homework and life skills. Participates in conferences with parents and staff. Reviews and implements daily schedules and activity plans to ensure age/stage appropriateness. Interacts with children and youth using approved child guidance and youth development techniques. 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. 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 instructions. Participates in program evaluations using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials and national accreditation tools. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Provides care/supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards. Ensures compliance with policies and regulations applicable to AF Child and Youth Programs. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains and reports program participation data. 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. 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. **SPECIALIZED REQUIREMENT:** Six months experience equivalent to the CY-01 level working in a group program for children or youth. Completion of 3 AF modules (or equivalent) and AF Orientation Training Program; or, 15 semester hours above the high school level in early childhood education, youth development, or related field.

PERFORMANCE STANDARDS

Will successfully demonstrate intermediate 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, implementation of child accountability, allergies, medication administration procedures and special needs procedures; (3) Child abuse identification, reporting, prevention; positive guidance including redirection techniques; (4) Developmentally appropriate practice, e.g., activities, adult to child/youth interactions, maintaining and enhancing the environment; (5) Adult communication, e.g., working with staff and parents; (6) Administration, e.g., completion and submission of reports, documentation and AF Forms.

TRAINING

Prior to working with children, must successfully complete the AF orientation program. Must complete or have completed three AF Modules, First Aid and CPR (as applicable and must be current) within the first 6 months of employment. Successfully complete a minimum of three module every three months after fulfilling the initial 6 month period requirement; demonstrate competency in and complete all modules within 18 months of employment. Must complete 24 hours of annual training and retain current First Aid and CPR certification (as applicable).

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

DATE

Patricia A. Brown, Flight Chief, Airman Family Svcs.

27 Feb 2017