

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70179	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 (TARGET LEVEL)	4. CLASSIFICATION (PAY BAND II) CY-1702-03	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. Plans, coordinates and conducts activities for program participants based on observed needs of individual children and youth ranging in age from 6 weeks to 18 years. Implements activities and special events that meet the physical, social, emotional and cognitive needs of children and youth. Assist children and youth with special projects, homework and life skills. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily skills. Prepares and implements program options for children and youth with special requirements. Develops and implements schedules and plans. Demonstrates, instructs, leads and facilitates planned and spontaneous program activities. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, supervisors and volunteers. Participates in conferences with parents and staff. Briefs other employees and parents. 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 parental instruction. Participates in program evaluation 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 application to AF Child and Youth Programs. Inventories equipment on 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-02 level working in a group program for children or youth. Completion of the AF Modules; or, 30 semester hours above the high school level which included at least 15 semester hours in early childhood education, youth development, or related fields.

PERFORMANCE STANDARDS

Successfully demonstrate in-depth knowledge of: (1) Emergency procedures, e.g., fire evacuation, caring for an injured child; (2) Protection of children's health and safety, e.g., sanitation, indoor/outdoor hazard recognition, implementing child accountability, medication administration procedures and special needs procedures, allergies; (3) Child abuse recognition, reporting and prevention; positive guidance and redirection techniques; (4) Developmentally appropriate practice, e.g., daily schedule and activities planning and implementation, creating stimulating environments, observing children, positive adult to child/youth interaction; (5) Adult communication, e.g., parent conferences and day-to-day exchanges to promote good child and youth practices, modeling appropriate behavior/interactions for entry and intermediate level staff; (6) Operational procedures, e.g., documentation, checklist, reports, AF Forms. Submits required reports in an accurate and timely manner.

TRAINING

Prior to working with children and youth, must successfully complete the AF orientation training program. Must complete First Aid and CPR (as applicable) within the first 6 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 <i>Lathicia A. Brown, Flight Chief, Airman & Family Svcs.</i>	DATE 27 Feb 2017
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