

**NONAPPROPRIATED FUND POSITION
MORALE WELFARE AND RECREATION DEPT.
NEWPORT, RHODE ISLAND 02841
MERIT PROMOTION PROGRAM
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

POSITION: CHILD DEV PROGRAM ASST
GSE-1702-02/03/04

ANNOUNCEMENT NO. NAVSTA NPT 002-04

DATE OPENED: 8 JANUARY 2004

CLOSING DATE: OPEN

LOCATION: CHILD DEVELOPMENT CENTER
NAVAL STATION NEWPORT
NEWPORT, RI 02841

AREA OF CONSIDERATION: OPEN

NOTE: CATEGORY OF EMPLOYMENT: FLEXIBLE 0-40 HOURS

DUTIES: ASSISTS IN PLANNING AND CONDUCTING AN EFFECTIVE CHILD DEVELOPMENT PROGRAM. REVIEWS AND IMPLEMENTS DAILY SCHEDULES AND ACTIVITY PLANS; HELPS CREATE GAMES AND PLAY MATERIALS, CONDUCTS DAILY HEALTH CHECKS OF CHILDREN, NOTING ALL SPECIAL INSTRUCTIONS FROM PARENTS; ENSURES AREAS ARE SAFE AND SANITARY THROUGH CONSTANT SUPERVISION OF CHILDREN AND PROPER MAINTENANCE OF EQUIPMENT, ETC. INTERACTS WITH CHILDREN DURING PROGRAMMED ACTIVITIES. USES APPROVED CHILD GUIDANCE AND CAREGIVING TECHNIQUES THAT SUPPORT OVERALL PROGRAM OBJECTIVES. ATTENDS TO THE PHYSICAL NEEDS OF THE CHILDREN AND PERFORMS OTHER RELATED DUTIES AS MAY BE ASSIGNED.

QUALIFICATIONS: QUALIFIED APPLICANTS MUST BE AT LEAST 18 YEARS OF AGE, HOLD A HIGH SCHOOL DIPLOMA OR EQUIVALENT, BE ABLE TO LIFT UP TO 40 POUNDS, AND SUCCESSFULLY PASS THE REQUIRED SECURITY AND HEALTH CHECKS.

MILITARY SPOUSE EMPLOYMENT PREFERENCE: BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE. ELIGIBLE CANDIDATES MAY ASK FOR ASSISTANCE FROM THE PERSONNEL STAFF BEFORE SUBMISSION OF APPLICATION.

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 ANY OTHER NON-MERIT FACTORS.

SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT ELECTRONIC FUND TRANSFER PROGRAM WHICH IS THE STANDARD METHOD OF PAYMENT WITHIN MWR FOR PAY OF PERSONNEL.