



Commander Navy Region  
Europe, Africa, and Southwest Asia  
NAF Human Resources  
PSC 817 BOX 108  
FPO, AE 09622-0108

## VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

<b>POSITION TITLE</b>	CYP OPERATIONS CLERK NF-0303-02
<b>SALARY</b>	\$12.40-\$16.34 per hour
<b>EMPLOYMENT CATEGORY</b>	1 Regular Part Time (20-34 hours per week) SAC 1 Regular Full Time (20-34 hours per week) Capo CDC
<b>LOCATION</b>	Commander, Navy Region Europe; Fleet and Family Readiness Program; Child & Youth Program, School Age Care Program and Capo CDC, Naples, Italy
<b>AREA OF CONSIDERATION</b>	Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.
<b>OPENING DATE</b>	June 28, 2019
<b>CLOSING DATE</b>	June 28, 2019

**Note:** The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

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### INTRODUCTION

The purpose of this position is to serve as a point of contact for information and perform clerical and administrative tasks in support of Child and Youth Programs (CYP), which includes Child Development Centers (CDC), Child Development Homes (CDH), School Age Care (SAC) and Youth Programs (YP), Resource and Referral (R&R) Program and the US Department of Agriculture (USDA) Food Program.

### DUTIES AND RESPONSIBILITIES

The CYP Operation Clerk performs a combination of duties related to one or more components of CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. Prepares and maintains assigned reports, correspondence and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures all USDA food program records are accurate, up-to-date and readily available. Review and completed paperwork for background checks. Maintains files and records. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provides front desk coverage, logs children in and out of facility and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification processes, application status and USDA reporting

requirements. Takes phone calls and responds to inquiries. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures.

### **QUALIFICATIONS & REQUIREMENTS**

High school graduate or equivalent AND 2 years of administrative experience.

Knowledge of administrative support functions, practices and procedures and general office automation software in order to accomplish various work assignments.

Ability to maintain accurate reports and records.

Ability to maintain a computerized database.

Working knowledge of computers, Child and Youth Management System (CYMS), or equivalent database system.

Must have cash handling experience.

Applicants must be able to speak, read and write English.

Must be at least 18 years of age.

Must favorably pass a pre-employment physical.

Selectee will be subject to special inoculation and immunization requirements as a condition of employment for working with children.

Selectee will be required to obtain appropriate immunizations against communicable diseases in accordance with recommendation from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must satisfactorily complete local background checks to include a National Agency Check.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

### **HOW TO APPLY:**

Please come to the hiring event on June 28, 2019