

**Civilian Personnel Office
52d Force Support Squadron
United States Air Force
Spangdahlem Air Base, Germany**

Announcement Number: 24/2024

Opening Date: 28 Feb 2024

Closing Date: open until filled

**Internal and external Non-US Vacancy Announcement for LN applicants
Interne und externe Stellenausschreibung für nicht-amerikanische Bewerber
(IAW USAFE-AFARICA 36-113)**

Area of Consideration: Area II – All organizations serviced by the Spangdahlem Civilian Personnel Section and external applicants

Please post announcement on your bulletin board

POSITION TITLE: 6 Child and Youth Program Assistant (m/f/d)

REMARKS: permanent

GRADE: C-1702-03/04

WORK HOURS: 38.5 h per week. (On principle, this position would also be suitable for part-time employment.) Irregular distribution of work hours, which include early and late shifts and weekends (mainly Saturdays) and may also include German holidays.

ORGANIZATION: 52 FSS/FSYC

LOCATION: Spangdahlem

On principle this position is also suitable for severely handicapped personal.

MAJOR DUTIES:

The primary purpose of this position is to perform as a Child and Youth Program Assistant (CYPA) at the Entry Level in one or more child and youth programs.

Serves as a Child and Youth Program Assistant (CYPA) in one or more child and youth programs; performs a variety of routine tasks following instructions. Maintains control of and accounts for 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 activities. Establishes a program environment that sustains participant interest and promotes positive child and youth interactions with other children, youth and adults. Assists children and youth with special projects and homework. Helps to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. 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 as provided by supervisor. Attends to the physical needs of the children, as applicable. Interacts professionally with staff members, parents, supervisors, and volunteers. Participates in conferences with parents and staff. 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. 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. 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 or equivalent, where applicable. Assists during supply inventories on a recurring basis. Ensures compliance with policies and regulations applicable to AF Child and Youth Program. May be required to transport children in government vehicles.

For further details and review of the position description contact the Civilian Personnel Section, Bldg. 151, Spangdahlem Air Base.

QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:

- **Education and Training Level I:** Lower secondary level school diploma or equivalent

Creditable higher-level education is also acceptable as long, as closely related to the position for which considered.

Experience requirements:

For pay grade	C-03	C-04
With E&T Level I:	none	18 months

Additional Requirement for pay-grade C-04 - completion of internal AF Modules or any credit semester hours above the high school level which must include early childhood education, youth development, or related fields; and may be credited for partial module completion of 18 months of experience working with children and/or youth.

Proficiency Requirements:

- Excellent command of the English language (reading, writing, conversational) ELP III (passing score - 85 %)
- Very good command of the German Language.
- Certification as a childminder or babysitter desirable.
- Must possess maturity and good judgment and like working with children/youth and their parents.
- Prior to working w/ children, must successfully complete the AF orientation training program.
- Must complete a minimum of three modules every three months after the initial 6 months period requirement. Demonstrate competency in and complete all modules within 18 months of employment.
- Must be able to obtain a Food Handler's Certificate.
- Must complete a minimum of three AF modules, First Aid and CPR (as applicable) within the first 6 months of employment and retain certification.
- Must complete all other mandatory training requirements.

Other requirements:

- **Must be at least 18 years of age.**
- Position requires a valid driver's license and have a good driving record to transport children (school age and youth programs only).
- Background check must be successfully completed and maintained (i.e., extended Police Good Conduct Certificate and Local National Screening).
- This is a drug testing designated position (school age and youth programs only). The incumbent is subject to random testing for drug use.
- Irregular distribution of work hours, which include early and late shifts and weekends (mainly Saturdays) and may also include German holidays.
- Must be able to lift 40 lbs. or more and stand for long periods of time. / Must meet specific physical requirements, pass a physical examination, and have required immunizations.
- Must be able to obtain ESTA/visa for TDY to CONUS or other countries requiring a VISA.

HOW TO APPLY/BEWERBUNG:

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to 52fss.spang.jobs@us.af.mil. All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website: <https://www.52fss.com/home/document-manager/civilian-personnel-section>.

The application cannot be considered if supporting documents are missing.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier,

The application cannot be considered if supporting documents are missing./Ohne die entsprechenden Zeugnisse/Nachweise kann die Bewerbung nicht berücksichtigt werden.

Interview Travel Expenses will not be reimbursed./Vorstellungskosten werden nicht erstattet.