

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70108	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 314 SVS/SVYY Family Member Programs Youth Center Section
			EXEMPT	

3. POSITION TITLE SCHOOL AGE PROGRAM ASSISTANT (ENTRY LEVEL)	4. CLASSIFICATION CC-1702-01	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE 15 Mar 04
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DUTIES AND RESPONSIBILITIES

This is a developmental position having known promotion potential to the CC-3 level (PD # 70110). Upon satisfactory completion of required training and experience, and supervisory recommendation, the incumbent may be noncompetitively promoted to a higher-grade level. Under close supervision the incumbent performs a variety of developmental and/or routine tasks and assist higher graded employees in preparing and leading a variety of educational and recreational activities for school age youth.

Helps arrange room(s) and materials to accommodate the daily schedule. Helps create materials and assists with developing a list of needed supplies and equipment. Assists in teaching and leading planned play and learning activities and interacts with youth using approved child guidance and youth development techniques. Maintains control of, and accounts for the whereabouts and safety of assigned youth at all times. Promotes safety and health practices (i.e., tooth brushing, hand washing, exercise, etc.). Receives youth into the facility/program and notes any special instructions provided by parent(s). Ensures youth leave with his/her parent(s), other authorized persons, or according to written parental instructions. Observes youth for any marks or signs that may indicate a suspicion of illness, abuse, or neglect and notifies supervisor. May provide assistance in setting up meals. May assist with field trips, special outings, or events. Assists in completing required daily reports. Operates a fifteen-passenger van. Operates a 48-passenger bus if needed. 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 have the ability to speak, read, and write English. Must meet specific physical requirements, pass a physical examination, and get or have required immunizations. Must be able to obtain a Food Handler's Certification, and satisfactorily complete installation, state, and national criminal background checks. Must satisfactorily complete training as specified below and demonstrate competency within required time frames. Must have an Arkansas driver's license and be willing to obtain a CDL within 3 months or as needed. Required to provide a current Arkansas driving record (current within 90 days). Must be able to operate a motor vehicle in a safe manner. Must have a driver's license and be willing to obtain a CDL within 3 months or as needed. Required to provide a current Arkansas driving record (current within 90 days). Must be able to operate a motor vehicle in a safe manner.

PERFORMANCE STANDARDS

Independently completes required modules and training within specified time limits and demonstrates adequate proficiency and understanding of their content. Interacts with co-workers, parents/guardians, and the public in a courteous and professional manner. Effectively interacts with youth using approved youth guidance techniques and according to Air Force guidelines. Maintains adequate supervision of assigned youth and ensures their safety and well being at all times. Makes efficient use of materials and takes proper care of facilities, supplies, and equipment. Carries out oral and written instructions acceptably and within required time frames. Prepares required reports properly and according to instructions. Adequately detects signs of child illness, abuse, or neglect and informs supervisor within the required time frames. Complies with safety and traffic rules and regulations when transporting children in a motor vehicle. Operates the motor vehicle in a manner that minimizes violations due to employee error or negligence. Avoids discomfort and injury to passengers and vehicle damage. No more than one (1) minor traffic violation, and no major violations due to his/her error or negligence per rating period. Complies with safety and traffic rules and regulations when transporting children in a motor vehicle. Operates the motor vehicle in a manner that minimizes violations due to employee error or negligence. Avoids discomfort and injury to passengers and vehicle damage. No more than one (1) minor traffic violation, and no major violations due to his/her error or negligence per rating period. Must support the theme of loyalty and team player with co-workers and supervisor to assure a professional workplace.

TRAINING

Prior to working with youth, must successfully complete an orientation and training program. Must complete three Air Force School Age Program modules, CPR, and first aid training within first 6 months of employment. Must demonstrate satisfactory progress of training by successfully completing a minimum of three (3) modules every 3 months after the initial 6-month period, completing all modules within 18 months of employment. Demonstrates adequate proficiency and understanding of module content, youth guidance techniques, and child abuse identification, prevention, and reporting. Must maintain CPR and first aid certification.

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 Youth Center Director	DATE
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