

SEASONAL EMPLOYMENT SUMMER DAY CAMP COUNSELORS

These positions are targeted to high school graduates, college students and others interested in being considered for temporary summer employment within Fleet and Family Readiness Child and Youth Programs.

Announcement #: ANNA-0050-15

Position Title: SUMMER DAY CAMP COUNSELOR (Education Aide/Educational Technician)

SALARY RANGE: \$12.15-\$14.89 p/hr DOE/DOQ

SERIES & GRADE: CY-1702-02/04

POSITION INFORMATION: Seasonal Flexible - 0-40 hours per week, no benefits

DUTY LOCATIONS: NSA Annapolis

WHO MAY APPLY: US Citizens and Non-Citizens at least 18 years of age

SECURITY CLEARANCE: Public Trust - Background Investigation

OPEN DATE: 23 Dec 2015

CLOSING DATE: 21 February 2016

1st Cut-Off 04 January 2016

2nd Cut-Off 25 January 2016

NOTE: To be considered for this position you must be at least 18 years of age by the closing date of this announcement and submit your high school diploma.

JOB SUMMARY: The incumbent will develop and/or assist in developing planned activities for school age program participants including group as well as individual activities such as arts and crafts, sports, games and including field trips. Implements daily schedule and activity plans to ensure age appropriateness. Promotes and models safety, fitness, health and nutrition practices. Helps prepare and arrange for meal service, maintain indoor and outdoor activity areas and materials to accommodate daily indoor/outdoor activity schedule. Incumbent establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults. Provides care and supervision, oversight and accountability for program participants in compliance with all policy guidance and standards.

QUALIFICATION REQUIREMENTS:

This position is to work at NSA Annapolis Summer Day Camp. Training will occur between May 31st and the first day of camp/mid June. This training also requires at least one (1) eight hour Saturday training, between these dates as well as 1-2 evening trainings. Training/work hours will not exceed 40 hours in each week.

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age and possess a high school diploma or equivalent and have the ability to communicate effectively both orally and in writing.

Prior experience working with children and/or youth preferred but not required.

Must be able to complete all DoN training requirements within specified timeframes.

Must pass a pre-employment physical, including pre-employment drug testing and provide evidence of immunization and be free from communicable diseases.

CONDITIONS OF EMPLOYMENT:

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NACI) or higher background clearance as required by the position or local security requirements, reference checks and drug testing.

Applicants may be required to provide proof of education as applicable.

It is Department of Defense (DoD) policy that all employees are to participate in the direct deposit/electronic funds transfer.

DoN provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact our Human Resource Office to ensure that the Dept. of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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 factor.

We are an E-VERIFY employer.

HOW TO APPLY:

To be considered for this position, submit resume or applications and Declaration of Federal Employment (SF-306) and other required documents in one of the following ways:

In person to: Human Resources Office
47402 Buse Road Bldg 467
Naval Air Station Patuxent River Maryland

By Email to: naf.nsaa.fcm@navy.mil

Note: If submitting by application/resume by email you must put the announcement number in the subject line.

By Fax to: (301) 757-2755

By US Postal Service to: Human Resources Office
47402 Buse Road
Bldg 467
Patuxent River, MD 20670

NOTE: Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. To request spousal preference, please complete the spousal preference request form and submit it along with a copy of your spouses' PCS orders that state that your new permanent duty station is within a 50 miles commute radius to the installation you are applying to work.

****You must submit all forms that are requested/required. If you do not do so, your application/resume will not be considered for this position.**

WHAT TO EXPECT NEXT: All selections are contingent upon the obtaining of satisfactory reference checks, background checks and drug testing. Once selections are made, applicants will be notified via email of either their selection or non-selection for this position
