

CHILD AND YOUTH PROGRAM ASSISTANT (LEADER LEVEL)

DEPARTMENT OF THE AIR FORCE
Air Mobility Command
22 FSS/ FSCN - Nonappropriated Funds (NAF)

Summary

About the position: This position is Non-appropriated Fund (NAF) and is located at the **School Age Program**.

The primary purpose of this position is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in a Department of Defense (DoD) Child and Youth program.

This position is subject to a split shift schedule.

[Learn more about this agency](#)

Overview

Accepting applications

Posted this week · **Apply by 06/07/26**

Due by 11:59 p.m. ET on June 7, 2026

Location

 **McConnell AFB, KS**

Work site options

Telework eligible

No

Remote job

No

Relocation expenses reimbursed

No

Salary

\$24.18 - \$24.18 per hour

Pay scale & grade

CY 2

[? Learn more about pay scale and grade](#)

Pay scale and grade determines the salary of the job.

Work schedule

Intermittent

Travel Required

Not required

Appointment type

Permanent

Occupations and job series

- [1702 Education And Training Technician](#)

Supervisory status

No

Federal service type

This job is in the Competitive Service

Represented by a union

No

Drug test

Yes

Security clearance

Not Required

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[?](#) Jobs require a [background check](#) and some require a [security clearance](#). The type depends on the job.

Background check type

- [Suitability/Fitness](#)

Financial disclosure required

No

? Some jobs require [financial disclosure](#) to identify conflicts of interests.

Announcement number

26-7QFSYY182668R3

Control number

870437300

This job is open to

[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Please see the "Who May Apply" section under the Qualifications section.

Duties

Duties and Responsibilities: Serve as team leader for program staff with responsibility for the operation and program in accordance with applicable regulation in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth. Oversees arrival/departure of children/youth. Supervises children and youth ranging in age from 6 weeks to 18 years during daily schedule of indoor and outdoor activities, on field trips, outings, and special events. Works in ratio with children and youth. Encourages participant interest and establishes a program setting that promotes positive child and youth interactions with other children, youth, and adults. Monitors staff/child or youth ratios to ensure adequate staffing. Plans, coordinates, and conducts activities for program participants based on observed needs of individual children/youth. Prepares and implements program options for children and youth with special requirements. Works with trainer and supervisor to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Assists children and youth with special projects, homework, and life skills. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, supervisors, and volunteers. Participates in conferences with parents, program staff, and other representatives (as applicable). Briefs other employees and parents. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with an authorized person according to written parental instruction. Provides opportunities for parental involvement. Instructs team members in specific tasks and job techniques; makes available written instructions, reference materials, and supplies. Explains program guidance, procedures, policies and directives to team members. Resolves problems and conflict situations or obtains information and guidance from supervisor. Demonstrates proper work methods and provides work-related guidance to subordinates. Models' appropriate behaviors and techniques for

working with children/youth. Conducts on-the-job training and instruction for team members. Ensures team members follow safety, fire, fitness, health, and nutrition procedures and informs supervisor of compliance concerns. Relays instructions from the supervisor, makes activity assignments and gets work started in accordance with the daily activity plan. Provides input to the supervisor as requested concerning promotions, reassignments, performance appraisals, incentive awards, etc. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Arranges for/serves appropriate snacks/meals, where applicable. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program participation data. Uses designated evaluation materials to ensure assigned area is in compliance with AF standards and metrics. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent. Provides care/supervision, oversight, and accountability for program participants in compliance with AF and local policies, guidance, and standards. Ensures compliance with policies and regulations applicable to AF Child and Youth Programs. Acts as manager in non-routine/emergency situations for purposes of opening/closing of facility. May be required to transport children in government vehicles. Performs other related duties as assigned.

If interested in this position please preview the online application:

<https://apply.usastaffing.gov/ViewQuestionnaire/12969897>

Requirements

Conditions of employment

- This position requires satisfactory completion of pre-employment checks in accordance with Air Force and DoD policy, and a Child Care Tier 1 background investigation.
- This position has been identified as a Test Designated Position (TDP). The incumbent of this position will be subject to and must consent to a pre-employment and random drug testing.
- This position has physical lifting requirement which requires the incumbent to complete a favorable pre-employment physical.
- This position requires the incumbent to be able to obtain, maintain, and provide evidence of current immunizations this includes annual influenza vaccinations and be free of all communicable diseases.
- This position requires the incumbent to complete assigned training, to include Food Handlers certification, within specified time from date hire or assignment to position.

Qualifications

Who May Apply: Open to everyone. Applicants will be categorized by preference(s) and/or priority consideration eligibilities. An applicant's eligibility will be determined based on eligibility claimed in the questionnaire and proof of eligibility MUST be provided with application by the closing date, 06/07/2026

- Business Based Action
- Military Spouse Preference
- Outside Applicant Veteran
- Spouse/Widow/Parent of Veteran

- Transition Hiring Preference

In order to qualify, you must meet the experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application.

Qualifying Experience:

Must be a high school graduate, or equivalent; and be able to provide proof (i.e., diploma or equivalent) for verification.

AND

Basic Requirements: Must be at least 18 years of age, hold a high school diploma (or equivalent). Must be able to communicate effectively in English, both orally and in writing. Employee must have a valid driver's license and have a good driving record if required to transport children.

AND

Specialized Requirement: Must possess **one** of the following:

- 24 months (2 years) working in any childcare or youth program and completion of DoD approved competency training courses. Additionally, successful completion of all required training for program assistant (entry, skilled, and target level) must be complete and evident by service-issued documentation.
- 24 months (2 years) of specialized experience working in a group program with children or youth and an associate degree or at least 60 semester hours with a major course of study (24 credit hours) with content directly related to the age group to which assigned, from a regionally or nationally accredited college or university
- Possession and maintenance of one of the following directly related to the age group of the position to which assigned: child development associate credential, military school age credential, Army youth practicum or other nationally recognized youth development credential.- A bachelor's degree or at least 120 semester hours with a major course of study (24 credit hours) from a regionally or nationally accredited college or university with content directly related to: early childhood education, child development, youth development, human development, elementary education, special education, secondary education, youth program administration, recreation, and physical education.

Condition of Employment: Must meet specific physical requirements, must pass a physical examination, and have required immunizations. Must be able to lift 40 lbs. or more and stand for long periods of time. Must be able to obtain a Food Handler's Certificate. Successful completion and favorable adjudication of applicable background investigation installation, state, and national criminal background checks is required. Employee must have a valid driver's license and have a good driving record. Incumbent is subject to random testing for drug use. Must satisfactorily complete mandatory training as specified below.

PERFORMANCE STANDARDS: Successfully demonstrate in-depth knowledge of: (1) Emergency

procedures (2) Protection of children's/youth's health and safety (3) Child abuse recognition, reporting and prevention; positive guidance and redirection techniques; (4) Developmentally appropriate practice, e.g., activities planning and implementation, creating stimulating environments, observing children, positive adult to child/youth interaction; (5) Adult communication, e.g., assigns/delegates work to subordinates, models proper methods and provides guidance, conducts on-the-job instruction, performs parent conferences and develops rapport with parents; (6) Operational procedures, e.g., monitoring compliance with safety, health, security, and documentation process.

TRAINING: Prior to working with children and youth, must successfully complete the AF orientation training program. Must complete First Aid and CPR (as applicable) within the first 6 months of employment. Must complete 24 hours of annual training and retain current First Aid and CPR certification (as applicable).

Education

Some federal jobs allow you to substitute your education for the required experience in order to qualify. This position does allow for education substitution in order to qualify.

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying.

Additional information

- Individual must fully meet qualification/eligibility/background requirements for this position. This includes providing any supporting documents needed for verification.
- Applicants **must** be at least 18 years of age at time of hire.
- This position requires the incumbent to be able to communicate effectively in English, both orally and in writing.
- Male applicants born after December 31, 1959 must be registered for Selective Service.
- Direct deposit is required.
- Satisfactorily complete an employment verification (E-Verify) check.
- A probationary period may be required.
- Pre-employment requirements must be satisfactorily met prior to Entrance on Duty (EOD).
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government's interest.
- Multiple positions may be filled from this job opportunity announcement. And additional selections may also be made from this job opportunity announcement.
- Selection(s) are subject to restrictions resulting from hiring preferences and priority consideration eligible.
- This is a Nonappropriated Fund (NAF) position carrying out Morale, Welfare and Recreation (MWR) activities for the Air Force and Space Force.

- Applicants must be able to provide a REAL ID or present a combination of source identity documents authorized to facilitate access to the installation. Please contact the servicing HR Office with any questions.
- Child Development Program will provide 100% child care fee discount for all CYP direct care staff for the first child enrolled in a full-time or regular part-time DAF CDP. A 25% discount will apply for any additional children of direct care staff. Direct care staff must spend a minimum of 75% of their work schedule in the classroom including flex employees who average 15 hours a week. Please contact local NAF HR Office for additional information.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

Benefits

[Review our benefits](#)

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your resume and supporting document will be evaluated against the qualifications of the position.

Once the announcement has closed, a review of your application package (resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your resume and/or supporting documentation, a determination has been made that you have inflated your responses to meet the position's qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.

Required Documents

Required documents may vary based on the eligibility you are claiming (i.e., applying as a Military Spouse Preference -MSP, applying as a veteran, applying as a current federal employees, applying as a displaced employee, etc.,). The below document(s) are required and **MUST** be submitted with your application by the closing date of this job announcement:

- Diploma/ GED
- License
- Resume

Your resume may be submitted in any format and must support identified the general or specialized experience described in this announcement. If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.

Other accepted documents to support a qualification and/or claimed preference/priority eligibility may include:

- Cover Letter
- DD-214/ Statement of Service
- Diploma/ GED
- Disability Letter (VA)
- License
- Other (1)
- Other (2)
- PCS Orders
- Professional Certification
- Proof of Marriage Status
- Resume
- Separation Notice (RIF)
- SF-50/ Notification of Personnel Action
- Transcript

As described above, your **complete** application includes your resume, your responses to the online questionnaire, and supporting documents which prove your claimed eligibility. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

NOTE: Documents submitted as part of the application package to include supplemental documents may be shared beyond the Human Resources Office. Some supplemental documents such as military orders

and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

To be considered for this vacancy you must apply and complete the online questionnaire and submit the documentation specified in the **Required Documents** section above.

The complete application package must be submitted by 11:59 PM (EST) on 06/07/2026 to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJobs account to apply. If you do not have a USAJobs account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the **Include Personal Information** section as you deem appropriate and click to continue with the application process.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package and submit the application. You must re-select your resume and/or other documents from your USAJobs account and designate the document type when submitting your application. Failure to complete this portion will result in an incomplete application package and you will not be further considered for this vacancy.

It is your responsibility to ensure your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date.

Additional information on how to complete the online application process and submit your online application may be found on the <https://help.usastaffing.gov/Apply/index.php?title=Applicant>

To verify or check the status of your application, log into your [USAJobs account](#). Once logged in, the Welcome screen lists your applications, your application status and the date it was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status>

Agency contact information

McConnell NAF HR Office

Email

22FSS.NAF_HROORG@us.af.mil

Address

McConnell Child and Youth Services Flight
22 FSS/FSCN
53147 Kansas St., Ste 122
McConnell AFB, KS 67221-3606
US

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Times may vary during the hiring process, as your application status updates/changes you will be notified with a notification letter via email.

Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)

USAJOBS is a [United States Office of Personnel Management](#) website.