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Child & Youth Development System

Child and Youth Development System

The Department of Defense (DoD) Child and Youth Development System is the largest employer-sponsored program of its type in the country serving over 200,000 children (new-born–12) and middle school students and teens (13–18) daily. This system of care offers full-day, part-day, and hourly child care, preschools, and before- and after-school programs for school-age children. Middle school and teen programs offer recreation, education, work force preparation, and mentor programs for youth ages 13 to 18. Additional instructional programs, school support, and sports and fitness programs are offered for children ages 3 to 18.

Our staff are highly trained professionals, dedicated to providing quality programs for the children and youth of military and Department of Defense personnel. Career opportunities are available world-wide for individuals interested in management positions such as:

- Child Development Center Director
- Child Development Program Assistant Director
- Child and Youth Program Administrator
- Child and Youth Trainer
- Child/Youth Development Program Assistant
- Family Child Care Director/Coordinator
- School-Age Care Program Director
- School Liaison Officer
- Youth Sports and Fitness Director

Employment opportunities are also available for individuals interested in working in the classroom in either the child development program, the before- and after-school care program, or in youth/teen programs.



Child and Youth Development Staff Positions

JOB POSTINGS

Army: www.cpol.army.mil

Marine Corps:

<http://www.usmc-mccs.org/employ/jobvacs.cfm?sid=emp&smid=2>

Navy:

<https://www.mwr.navy.mil>

Air Force:

<http://ask.afpc.randolph.af.mil/>

Job postings also listed at:

<http://www.usajobs.opm.gov>

<http://www.usajobs.com/>

Are you interested in starting your own home-based business? You may want to consider operating a Family Child Care/Child Development Home. Family Child Care homes offer military spouses a career opportunity by providing child care in their home. Benefits include free training, equipment check-out, and a lucrative income.

Career Opportunities

Child Development Center Director



The Child Development Center Director is responsible for the overall management of the day-to-day operation of the child development center. Child development centers typically serve children from 6 weeks to 5 years of age and generally operate 12 hours each weekday. Occasionally the program may be open for evening and weekend hours.

Specific duties and qualifications may vary by Service and location, but primary responsibilities include managing and directing a child development center program to include:

- Facility management on a daily basis
- Budgeting and financial management
- Personnel management, including hiring and supervision
- Oversight and implementation of staff training and curriculum development
- Oversight of special programs and events, to include the parent involvement program

The most highly qualified candidates will have:

- ✓ A degree from a 4-year college or university, with at least 24 semester hours of courses related to child and/or youth education and development
- ✓ Previous experience working with children and youth, or demonstrated ability to perform job duties



Child Development Program Assistant Director



The Child Development Program Assistant Director is responsible for assisting the Director in the daily operation of the Child Development Center. Child development centers typically serve children from 6 weeks to 5 years of age and generally operate 12 hours each weekday. Occasionally the program may be open for evening and weekend hours.

Specific duties and qualifications may vary by Service and location, but primary responsibilities include assisting with the managing and directing of a child development center program and assuming the responsibilities of director in the event of director's absence. Responsibilities may include:

- Assisting with day-to-day management of the facility
- Assisting with budgeting and financial management
- Assisting with personnel management, including hiring and supervision
- Assisting with oversight and implementation of staff training and curriculum development
- Assisting with oversight of special programs and events, to include the parent involvement program

The most highly qualified candidates will have:

- ✓ A degree from a 4-year college or university, with at least 24 semester hours of courses related to child and/or youth education and development
- ✓ Previous experience working with children and youth, or the demonstrated ability to perform job duties

Child and Youth Program Administrator



The Child and Youth Program Administrators are responsible for developing and implementing programs for youth ages 6 to 18 years. Child and Youth Program Administrators may work out of youth centers or facilities that have multiple uses such as recreation and out-of-school care. Specific duties and qualifications may vary by Service and location, but primary responsibilities may include:

- Facility management on a daily basis
- Budgeting and financial management
- Personnel management, including hiring and supervision
- Oversight and implementation of staff training and program development, including sports and recreation
- Oversight of special programs and events
- Working with community partners

The most highly qualified candidates will have:

- ✓ A high school diploma or GED and experience working with youth

Preferred candidates will have:

- ✓ A degree from a 4-year college or university with at least 24 semester hours of courses related to child and/or youth education and development
- ✓ At least 3 years of related experience

Child and Youth Trainers may work with multiple populations of children and staff. They are responsible for coordinating and delivering training, overseeing the program's curriculum, and ensuring that the program achieves/maintains national accreditation. Specific duties and qualifications may vary by Service and location, but primary responsibilities may include:

- Providing and delivering a comprehensive training program to child development and/or school-age program employees and family child care/child development home providers
- Assisting with implementation of developmentally appropriate curriculum/programming
- Serving as the principal liaison for the national accreditation process

The most highly qualified candidates will have:

- ✓ A degree from a 4-year college or university in early childhood education
 - ✓ At least 3 years of related experience
- OR**
- ✓ A master's degree in a related field
 - ✓ At least 1 year of related experience

Child /Youth Development Program Assistants are responsible for a group or class of children who may range in age from 6 weeks to 18 years. Staff may work in a variety of settings within the child development center or school age program. Positions are available on entry, intermediate, and full performance levels. Specific duties and qualifications may vary by level, Service, and location, but primary responsibilities may include:

- Preparing lesson plans and implementing program activities that support children's physical, social, emotional, and intellectual development
- Maintaining control of, and accounting for, the whereabouts and safety of children & youth
- Assisting in providing and leading planned activities for program participants
- Establishing an environment which promotes positive child and youth interactions with peers and adults
- Supervising children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events

The most highly qualified candidates will have:

- ✓ A high school diploma or GED and be at least 18 years old
- ✓ Relevant prior experience is preferred

Child and Youth Trainer



Child/Youth Development Program Assistant



Family Child Care Director/Coordinator



The Family Child Care Director/Coordinator is responsible for the overall management of day-to-day operation of the Family Child Care Program. Family Child Care Directors/Coordinators typically serve children from 4 weeks to 12 years of age and have the flexibility to operate full-day, part-day, extended evening hours, and weekends for on- and off-base programs.

Specific duties and qualifications may vary by Service and location, but primary responsibilities include managing and directing a family child care program in accordance with all applicable regulations and standards and include:

- Developing and implementing policies and procedures to ensure compliance with health, safety, facility, and regulatory requirements
- Providing oversight and implementation of provider certification, background checks, training, and curriculum development
- Managing the program on a daily basis and conducting monthly unannounced home inspections
- Managing resources (funds, supplies, personnel, facilities) allocated to the family child care program
- Managing personnel including recruiting providers and hiring and supervising Family Child Care monitors
- Overseeing the Quality Review Board, special programs and events, including the parent involvement program, and the food service program
- Establishing and maintaining a resource-lending program to enhance the quality of family child care and reduce its cost to parents
- Providing opportunities for providers to achieve home accreditation or to become a Child Development Associate (CDA)

The most highly qualified candidates will have:

- ✓ A degree from a 4-year college or university, with at least 24 semester hours of courses related to child and/or youth education and development
- ✓ One year of experience working with children and youth, or demonstrated ability to perform job duties
- ✓ Ability to prepare reports, surveys, and briefings for higher leadership

School-Age Care Program Director

School-Age Care Program Directors are responsible for the day-to-day operation of a before- and after-school program. School-Age Care Programs typically serve youth ages 5 (Kindergarten) to 12 years. Programs are also open during school holidays, teacher work days, and the summer.

Specific duties and qualifications may vary by Service and location, but primary responsibilities include managing and directing a child development center program to include:

- Facility management on a daily basis, if the program is in a stand-alone facility
- Assisting with budgeting and financial management
- Personnel management, including hiring and supervision
- Oversight and implementation of staff training
- Implementing elements of developmental program activities to include environment, equipment and materials, program structure, activities and experiences, ensuring supportive interactions and positive social development
- Curriculum development
- Oversight of special programs and events, to include the parent involvement program

The most highly qualified candidates will have:

- ✓ A degree from a 4-year college or university, with at least 24 semester hours of courses related to child and/or youth education and development
- ✓ Previous experience working with children and youth, or the demonstrated ability to perform job duties

The School Liaison Officer is the primary point of contact between the military installation, the local school administration, parents, and the community at large. The School Liaison program helps installation commander's work with state departments and local school districts to ensure school personnel are aware of the stressors on military families brought about by frequent transitions and extended deployments. These education professionals are located on most major military installations worldwide and serve as a "link" between military families and schools.

Specific duties and qualifications may vary by Service and location, but primary responsibilities may include:

- Supporting families with inbound/outbound school transfers
- Providing information on local schools
- Educating parents on making informed school choices
- Helping parents understand special education system navigation
- Supporting families with home schooling processes
- Assist with post-secondary preparation

The most highly qualified candidates will have:

- ✓ A degree from a 4-year college or university with a major course of study/substantial course work which directly relates to a Child and Youth Program field: early childhood/elementary/secondary/ special education, child/youth development, psychology and youth program administration, or a closely related field



School Liaison Officer



Youth Sports and Fitness Director



Youth Sports and Fitness Directors are responsible for assisting the Youth Director and may work out of a youth center or facility that has multiple uses such as recreation and out-of-school care.

Specific duties and qualifications may vary by Service and location, but primary responsibilities may include:

- Encouraging participant interest and establishing a program setting that promotes positive interactions between children, youth, and adults
- Recruiting, training, and overseeing the volunteer sports coaches program using the National Youth Sports Coaches Association (NYSCA) training guidelines
- Sharing expertise in the operation of intramural programs for youth and providing skill-building programs for children
- Assisting the training of staff and providers in sports/fitness related areas

The most highly qualified candidates will have:

- ✓ A high school diploma or GED and be at least 18 years old
- ✓ Relevant prior experience is preferred



Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

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