

**Job Announcement Number**

O3NAFDU2211430218

## Overview

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**Job Title**

Outreach Services Director NF-04

**Agency**

Army Installation Management Command

**Open & Closing Dates**

03/16/2022 to 03/24/2022

**Salary**

\$66,214.00 to \$76,721.00 Per Year

**Locations**

Fort Jackson, South Carolina

**Travel Required**

No

**Appointment Type**

Permanent

**Service**

Competitive

**Job Family (Series)**

1701 - General Education And Training

**Security Clearance**

Not Required

**Position Sensitivity And Risk**

Non-sensitive (NS)/Low Risk

**Department**

Department of the Army

**Hiring Organization**

Fort Jackson Child and Youth Services

**Application Count**

N/A

**Pay Scale & Grade**

NF-4

**Telework Eligible**

No

**Relocation Expenses Reimbursed**

No

**Work Schedule**

Full-time

**Promotion Potential**

4

**Supervisory Status**

Yes

**Drug Test**

No

**Trust Determination Process**

Suitability/Fitness

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## Summary

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This position is located at Fort Jackson Child & Youth Services.

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.

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## Learn More About This Agency

**Marketing Message**

N/A

**Marketing Link**<https://jackson.armymwr.com/>

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## This Job Is Open To

**Hiring Paths**

The public

**Hiring Paths Clarification Text**

N/A

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## Videos

**Marketing Video Link 1**

N/A

**Marketing Video Link 2**

N/A

# Duties

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## Responsibilities

Serves as a director for the installation/community providing assistance and a full range of Child and Youth Services (CYS) to active duty military personnel, DOD civilians, and their family members.  
Implements and monitors policy compliance related to Outreach Services (e.g. fees, patron eligibility, baseline programming, space allocations/goals, etc.) and anticipates installation needs and trends.  
Coordinates and serves as a member of various interdisciplinary teams to ensure compliance with regulatory requirements and CYS baseline standards.  
Develops, manages, and conducts written analyses regarding program budget.  
Prepares reports, surveys, and briefings for command and installation on matters pertaining to CYS.

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## Requirements

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### Conditions Of Employment

Direct Deposit and Social Security Card is required.  
Meet qualification/eligibility/background requirements for this position.  
A one year probationary period may be required.  
Satisfactorily complete an employment verification (E-Verify) check.  
Completed and signed DA Form 3433 is required prior to entrance on duty.  
Males born after 12-31-59 must be registered or exempt from Selective Service, see [www.sss.gov](http://www.sss.gov).  
Position, duty hours, location and/or activity are subject to change based on mission requirements.  
Subject to satisfactory completion of all pre-employment checks in accordance with AR 215-3, para.2 to include a Child Care Tier 1 background investigation.  
The Crime Control Act must be successfully completed and maintained.  
Satisfactory performance, successful completion of training requirements and demonstrated on the job competency is required.  
Travel to on and off post locations required.  
Must have current health assessment which documents good mental and physical health, freedom from communicable disease, and immunizations IAW current Army and DoD policy to include annual influenza vaccinations.  
The physical ability to lift and carry up to 40 lbs, walk, bend, stoop and stand on a routine basis. Duties may involve working both indoors and outdoors.

### Qualifications

Successful completion of an undergraduate Degree that included or was supplemented by major study (**at least 24 semester hours**) in fieldwork, which directly relates to CYS such as: early childhood/elementary/secondary/special education, child/youth development, psychology, youth program administration, or a closely related field.

OR

A combination of education and experience - courses equivalent to a major in a subject matter field (**24 semester hours**) appropriate to the position (see above), plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.

In addition, candidate must possess:

1. At least 24 months working in child and/or youth programs.
2. Experience in child and youth program administration.
3. The ability to plan and organize work, analyze problems to identify significant factors, gather pertinent data and recognize solutions.
4. Ability to communicate effectively orally and in writing in English.
5. The physical ability to lift and carry up to 40 lbs, walk, bend, stoop and stand on a routine basis. Duties may involve working both indoors and outdoors.

### Education

**Proof of education is required at the time of application.**

**All education documents must be in English or have a translated copy provided.**

### Additional Information

#### Area of Consideration:

- The Area of Consideration for this vacancy announcement is **Local: 50 miles or less to Columbia, SC (Fort Jackson)**. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) eligible candidates are included in the area of consideration.)

#### Manual Applications:

- If you are unable to apply online, you may submit your application package using a manual application method. Please contact the NAF Human Resources Office or representative listed on this job announcement to request a copy of the manual application form. All completed manual application forms (along with resume and other supporting documentation) must be received no later than 2:30 pm by 03/24/2022 in order to process your application in a timely manner. Please note that neglecting to respond to the job related

questions may result in an ineligible rating.

#### **Allowances, Incentives, and PCS Costs:**

- Allowances, differentials, or incentives will not be paid.
- Payment Permanent Change of Station (PCS) costs are not authorized, based on a determination that a PCS move is not in the Government's interest.

#### **Please check out our Applicant Information Kit:**

- It contains additional information applicants may find useful when applying for our jobs. (To view the kit, click or copy and paste this URL: <https://publicfileshare.chra.army.mil/Applicants/NAF%20Applicant%20Information%20Kit.pdf>).

#### **Other:**

- Information may be requested regarding the vaccination status of selectees for the purposes of implementing workplace safety protocols. For more information, visit <https://www.saferfederalworkforce.gov/faq/vaccinations/>
- Additional referrals may be made from this vacancy announcement for up to 90 days after the closing date.

#### **Benefits Link**

<https://nafbenefits.com>

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## How You Will Be Evaluated

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### **How You Will Be Evaluated**

Applicants can claim the following eligibilities:

- NAF Priority Consideration - Business Based Action
- NAF Priority Consideration - Current Appropriated Funds Employee CNE (APF)
- NAF Priority Consideration - Current/Former NAF Employee (CNE/FNE)
- NAF Priority Consideration - Outside Applicant Veteran (OAV)
- NAF Priority Consideration - Parent of a Veteran (OAV)
- NAF Priority Consideration - Spouse/Widow(er) of a Veteran (OAV)

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## Required Documents

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### **Required Documents**

**The following documents must be submitted with your application:**

- Resume
- Transcript

**Optional:** Job Application (DA Form 3433) will be accepted in place of a Resume.

**The below items are accepted and may be needed to support a qualification and/or a claimed priority/preference:**

- Cover Letter
- DD-214/ Statement of Service
- Diploma/ GED
- DA Form 3433
- DA Form 3434
- PCS Orders
- Reasonable Accommodation Documentation
- Resume
- Separation Notice (RIF)
- SF-50/ Notification of Personnel Action
- Transcript

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## How To Apply

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### **How To Apply**

You may submit your application package using one of the two methods identified below:

1. **Electronically** (preferred) at <https://www.usajobs.gov/> and search for Vacancy Number (VIN): 11430218. Announcement closes at 11:59 PM Eastern Time on the closing date listed on this announcement.
2. **Manually:** Please refer to the "Additional Information" section of this announcement for instructions.

## Agency Contact Information

### Questions About This job

Megan Hoffman

Phone: 803-751-6079

Email: MEGAN.R.HOFFMAN6.NAF@army.MIL

### Agency Information

DU-NAF-W6CCAA US ARMY GARRISON FT JACKSON

DO NOT MAIL

Fort Jackson, SC 29207

### Next Steps

Your resume will be reviewed to verify that qualification requirements have been met. We appreciate your interest in this position!

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## Release URL

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/643319000>