



CAREER
GUIDE

"CYS Professionals: Where Passion Meets Purpose."

UNITED STATES ARMY
CHILD & YOUTH SERVICES

A rewarding job with great benefits – that makes a difference in lives of children and youth, too

When you join Army Child and Youth Services (CYS), you join a four-decade tradition of serving our Nation's Soldiers and their Families.

Your work with CIS helps military children and youth learn and develop in healthy ways. It gives parents peace of mind, too – and supports them through the stresses of Army life.

Whether you're just starting out or already experienced, you'll find a wide range of rewarding careers with CIS. We hire outstanding caregivers, but also need IT professionals, program managers, analysts, cooks, custodians, administrative assistants, building supervisors, trainers and lots more.



TABLE OF CONTENTS

| | |
|-------------------------------------|----|
| WHO WE ARE AS AN ORGANIZATION | 2 |
| HOW A CYS CAREER IS DIFFERENT | 4 |
| HOW WE SUPPORT ARMY FAMILIES | 5 |
| Child Development Center (CDC) | |
| School Age Care Center (SAC) | |
| Family Child Care (FCC) | |
| Youth Center | |
| School Liaison Support | |
| Sports & Fitness | |
| Parent & Outreach Services | |
| WHAT WE OFFER OUR EMPLOYEES | 6 |
| MOVING WITH CYS | 8 |
| ARE YOU A MILITARY SPOUSE?..... | 9 |
| CAREER PATHWAYS..... | 10 |
| CYS Careers | 12 |



WHO WE ARE AS AN ORGANIZATION

At CYS, we have the most important clients in the world: military Families and their children. Our 11,000 staff members serve over 200,000 children and youth globally.

Members of our well-trained, professional staff work hard to make sure we deliver:

- **QUALITY** programs and child care
- **AVAILABILITY** of child care options and youth programs
- **AFFORDABILITY** for Soldiers and the Army
- **ACCOUNTABILITY** for our actions and outputs

Our Mission:

CYS integrates and delivers base support to reduce the conflict between parental responsibilities and unit mission requirements and enables readiness for a globally responsive Army.

Our Vision:

A Driving Force for excellence in school support, youth programs and child care for the Army, Department of Defense, and the Nation.

Our Commitments:

We are committed to providing responsive and relevant child and youth programs that follow established standards to support the Army mission of all assigned installations.

We are committed to providing developmentally appropriate programs and services at the right time and place for our Soldiers and their Families.

We are committed to getting the most out of every Army dollar.

Our Tagline:

"Support for Army Families Found Here" is about us and the work we do.

"An Army Readiness Enabler" describes our purpose and who we support.

Our Workforce:

CYS professionals are among the best in the world. We treat them as such by emphasizing engaged and caring leadership, fair and appropriate recognition, professional development, accountability, and empowerment. CYS professionals make a meaningful difference in the lives of military children and youth.

Our Role:

CYS delivers responsive and relevant child and youth programs and school support. Operational support flows from IMCOM CYS and the IMCOM Directorates (IDs) to the garrisons. It is at the garrisons where tactical support occurs through child and youth options that contribute to military readiness and retention, workforce productivity, and financial stability. Garrisons provide data and feedback to IMCOM CYS and the IDs, creating a cycle of continuous improvement and building the effectiveness of services over time.

Our Posture:

CYS is an agile organization that has sustained effective child and youth programs for 40 years.

CYS adjusts to manning and funding levels through normal, prudent, business decisions.

As the world, nation, and Army change, so will CYS.

HOW A CYS CAREER IS DIFFERENT

Our clients – Military Families – are what make us so special. They face unique challenges, like

- Absences and deployments
- Frequent moves or Permanent Change of Station (PCS)
- Long, unpredictable work hours
- Life away from Family and other support

CYS supports child well-being with quality, affordable child care and youth programming that meets the needs of today's military lifestyle.



HOW WE SUPPORT ARMY FAMILIES

CHILD DEVELOPMENT CENTER (CDC)

Structured, developmental full-day and hourly child care for children 6 weeks through 5 years, as well as part-day preschool programs for children ages 4-5 years.



SCHOOL AGE CARE (SAC)

Quality care in a safe, flexible, and affordable environment for children in grades 1-6. SAC provides care before and after school, on an hourly basis, and when school is not in session.

FAMILY CHILD CARE (FCC)

Flexible child care offered by licensed providers in their on-post. FCC homes maintain the same rigorous standards as CDCs and feature similar developmental programs.

YOUTH CENTER

Programs and activities for middle and high school youth that promote a successful transition from the teenage years to adulthood, and build resilient, healthy teens.

SCHOOL LIAISON SUPPORT

Services and educational outreach that help students in Army Families succeed in education. School Liaison Officers work with local public school districts, private schools, and home school Families to enhance the educational experience for students during deployments, PCS moves, and other challenges.

SPORTS & FITNESS PROGRAMS

Daily fitness opportunities and activities are provided to all children and youth to help create life-long fitness habits.

PARENT & OUTREACH SERVICES

Information, registration, and enrollment support for CYS programs and activities.

WHAT WE OFFER OUR EMPLOYEES*

Not only do our full-time, part-time and flex employees receive fulfilling careers – depending on employment status they enjoy some of these benefits:

- **Competitive Salaries.** Military child care providers receive higher salaries on average than those working in the private sector.
- **Flexible work hours.** With full-time, part-time, and flex positions, CYS has options to fit your lifestyle.
- **Insurance Coverage.** Full-time and part-time, employees can select the options that best fit their needs, including medical, dental, vision, and life and long-term care insurance. On average 30% of salary.
- **Paid Leave.** Full-time and part-time employees can earn annual, sick and holiday leave based on total hours worked per week or total creditable service.
- **Travel Opportunities.** With over 70 installations in the US and overseas, CYS employees can experience life in a new place – or stay employed while moving with an Army spouse.
- **Retirement and Investment Options.** Encourage all regular full-time and part-time employees to participate in our generous retirement plan and 401(k) savings plan. Matching contributions up to 3% of base pay for NAF 401K or up to 5% of base pay for Thrift Savings Plan.
- **Career Progression.** We give our employees world-class training, mentors, lateral moves, and other opportunities to help them move forward in their careers.
- **Tuition Reimbursement.** Eligible employees may request centrally-funded tuition assistance for work-related coursework at the associate, bachelor's, and master's levels at an accredited college or university.

- 
- **Employee Assistance Program.** Our employees and their dependents have access to, confidential counseling or referral services by professional, licensed clinicians – anytime, both face-to-face and remotely.
 - **Access to Child Care.** Employees are given a high priority for placing their children in our programs and receive employee child care discounts and parent participation discount.
 - **Access to Army and Air Force Exchange (AAFES).** Our employees have access to tax-free privileges and price-match both in-store and online at the Defense Department's largest retailer.*
 - **Easy transitions for many NAF employees.** Many Army CYS NAF employees can easily request a lateral transfer to another Army location through the Army NAF Civilian Employment Assignment Tool (CEAT).*

*Conditions apply

MOVING WITH CYS

The NAF Civilian Employment Assignment Tool (CEAT)** allows many Army NAF employees to voluntarily request a noncompetitive transfer to another Army installation where the same position may be available.

Eligible employees include:

- Child and Youth Program Assistants (CYPAs)
- NF-03 and below
- NAF FWS - NA, NL, and NS pay bands

With CEAT, employees can avoid a break in service during a move. Education, certifications, background checks, and other screenings follow you, too, which makes for an easier move. CEAT is not an entitlement, though, and relocation expenses are not authorized. You may be eligible if you:

- Make a voluntary request to transfer through CEAT
- Have a performance evaluation of "Satisfactory" or higher
- Have no disciplinary/adverse actions within 12 months and none under appeal

If you're interested in CEAT, contact your supervisor and your current and destination HR offices. If the same position is not available at your destination, you may take up to one year leave without pay to wait for one to open up.

You may also apply for CYS jobs using your Military Spouse Preference for NAF pay band positions NF-03 and below, wage grade (NA, NL, NS), and child care (CY) positions for which you are qualified. Find current options on USA Jobs, at local job fairs, or through your servicing NAF HR Division.

** Transfer requests are only authorized from one Army installation to another installation or a Joint Base if it is serviced by Army NAF Human Resources.

ARE YOU A MILITARY SPOUSE?

Military spouses can apply for temporary or permanent CYS employment through a non-competitive process for federal government positions.

You're eligible if you are:

- Relocating with your spouse under PCS orders for two years after the report date
- A spouse of a service member who is 100% disabled due to a service-connected injury
- A spouse of a service member killed while on active duty and have not remarried

Your eligibility does not entitle you to a job. You must still apply and meet qualification standards, a background investigation, and other requirements.

Look on armymwr.com/CYScareers for details about the program and how to apply.



CAREER **PATHWAYS**

Employment with CYS offers opportunities to build your knowledge, skills, and abilities and provides you with continuous training and experiences that allow you to follow your chosen career path. Below is an example of a career pathway that is available to our staff members. The education, experience, knowledge, and skills requirements are listed for the position as well as an example of a career path you might choose to qualify for that position. As a reminder, each person has unique knowledge, skills, interests, and abilities, so your path may look different from the examples in this booklet.

CYS Facility Director (Child Development Center/School Age/Youth):

Serves as a CYS Facility Director with responsibility for the operation of an assigned CYS Center program in compliance with all applicable regulations and standards.

Education

- Undergraduate Degree that included or was supplemented by major study (at least 24 semester hours) in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other fields appropriate to the position.

OR

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

Experience

- 24 months of professional experience in managing a child or youth facility
- Experience in managing an entire cycle of operation of a CYS facility
- Experience in budgeting, facility management, supply management, program development, implementation, selection, training and supervision of personnel, and curriculum oversight

Knowledge and Skills

- The ability to plan and organize work, analyze problems to identify significant factors, gather pertinent data, and recognize solutions.
- Comprehensive oral and communication skills and analytical writing skills.
- Ability to present ideas and proposals to a variety of audiences.

Example: CYS Facility Director (CDC) Career Progression



CYS CAREERS

Child and Youth Program Assistant (CYPA) (Entry Level, Skill

Level, Target Level) Serves as a CYPA in one or more CYS program. This position works directly with children and youth to deliver quality care and programming. The position is broken down into three levels: Entry, Skill, and Target. Duties change according to skill level and may include maintaining accountability and safety of children and/or youth ranging in age from 6 weeks to 18 years; assisting and leading planned activities; preparing materials for indoor and outdoor activities; and supervising children and/or youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.

Administrative Support (CYS - CDC, SAC, YC)

As an entry level staff, learns and uses basic skills utilizing the Child and Youth Management System to record individual transactions for customers and to enter data into predefined categories for reports and tracking of data as it pertains to CYS programs as required. Performs all required administrative duties as assigned.

Cook (CYS)

Prepares and cooks a variety of foods. Uses knowledge and skills to assist in planning and implementing a comprehensive food service program that follows the policies and procedures of the USDA Child and Adult Care Food Program (CACFP). Follows standard recipes and cycle menus

that follow the USDA CACFP and Army policies. There are three different position descriptions based on duty requirements/responsibilities.

Custodial Worker (CYS)

Performs daily routine housekeeping duties in a child development center, school age care facility, or youth center.

Maintenance Worker (MVO)

Assists and supports staff in maintaining the facility grounds and related equipment. Duties require the use of trade practices associated with carpentry and painting as well as work involving motor vehicle operations.

Motor Vehicle Operator (CYS)

Serves as a Motor Vehicle Operator with responsibility for driving CYS owned or assigned buses or other CYS authorized vehicles up to 26,000 lbs. used for transporting children and youth to and from school, to other CYS and Garrison facilities, and on field trips.

CYS Sports and Fitness Assistant (Equipment & Facilities)

Provides support and assistance to the Assistant Sports & Fitness Director in the use of recreation equipment, materials, and facilities.

Program Associate (Pre-Kindergarten)

Provides learning experiences in social emotional skills, language and literacy, mathematics, social studies, science and discovery, music and movement, technology, citizenship, physical education, and creative expression to prepare children for kindergarten.

CYS Program Associate Homework Lab

Works with students in strengthening their academic and learning skills, particularly in the areas of math, science, and English language (communication) skills. Works with staff to develop and implement a comprehensive program to assist students in the completion of daily homework assignments, reinforce existing and develop new skills, and positively support children through recognition of their efforts.

CYS Program Associate Technology Lab

Responsible for implementing an Educational Technology Program for youth 6-18 years of age. Responsible for creating activities for program participants based on observed needs of individual children/youth and in cooperation with other CYS staff.

Program Associate (Site Leader)

Responsible for the operation of an activity or program that does not exceed 30 children or youth. Works under the supervision of a Facility Director who is located close enough to give assistance and guidance when needed.

CYS Specialist (Kids on Site)

Develops and provides oversight for child care that is delivered in buildings that do not belong to CYS. Requires collaboration with the Garrison Chaplain, Family and Morale, Welfare & Recreation (FMWR) program managers, and/or off-post facility POCs to identify and establish Kids on Site.

Lead Child and Youth Program Assistant (Level 5)

Serves as a team leader for program staff in one or more CYS Program (e.g., Child Development Center, School Age Care Center, Youth Center or Kids on Site Program). Provides child care services/youth supervision options for program participants in accordance with Department of Defense, Army, and local policy, standards, and guidance.

Supervisory Program Specialist (CYS)

Responsible for supervising a minimum of 8 ratios of children in a Child Development Center or 6 ratios of children/youth in a School-Age Program or Youth Center. Acts as Director in Director's absence up to 20% of the time. This position gives you the professional experience in managing a facility.

CYS Assistant Director (CDC, SAC, YC)

Acts as Director in Director's absence. Plans, implements, and supervises a comprehensive program that promotes positive growth and development of children and youth. Ensures facility maintains appropriate standards for condition and sanitation.

Assistant Sports and Fitness Director

Responsible for assisting the Sports and Fitness (S&F) Director with the operation, integration, coordination, and oversight of installation S&F Programs. Acts as Director in Director's absence. Two different PDs based on size of program.

Outreach Services Assistant Director

Assists the Outreach Services Director. Acts as Director in Director's absence.

Sports Specialist (CYS)

Responsible for providing support and assistance to the Sports and Fitness Director and installation volunteer sports coaches. Tracks coaches training and assists in inspecting sports facilities and programs.

Fitness Specialist (CYS)

Responsible for the delivery of a wide range of installation youth fitness, health, and outreach programs in multiple CIS settings. Partners with schools and community organizations to enhance CIS fitness and health programs.

CYS Training Specialist

Trainer and professional child/youth development/education consultant. Responsible for ensuring the quality and consistency of the program to include environment, inclusion, curriculum, risk management practices, and coordination of activity/program schedules.

CYS Specialist (School Liaison Services)

The School Liaison Officer (SLO) is responsible for the operation, integration, coordination, and oversight of all installation CIS issues involving public schools and their relationship to the local military community.

CYS Functional Technology Specialist

Responsible for integrating technology into all aspects of CIS operations. Works closely with installation IT personnel to develop and implement technology procedures and actions to support CIS programming for children and youth and CIS administrative operations.

CYS Facility Director (CDC, SAC, YC)

Responsible for the operation of a facility that provides care or activities for children and youth. Provides program oversight and accountability for the performance of staff and the safety and well-being of children and youth.

Family Child Care Director

Provides guidance and oversight to the providers who care for children in their homes. Support and train the providers in areas such as programming, health, safety, and nutrition.

Sports and Fitness Director (CYS)

Responsible for the operation, integration, coordination, and oversight of installation of CYC Sports and Fitness Programs. Establishes and maintains an active program of coaches' certification, parental involvement providing parent education opportunities, and encouraging parent observation and participation.

Outreach Services Director

Oversees Parent Education, Community Liaison Services, Child and Youth Action Councils, Central Registration, Outreach Care and Supervision Options, and Deployment Support Services.

Nurse Consultant (CYS)

Serves as a CYC Health Specialist with responsibility for all health support services in CYC programs (Child Development Center, Family Child Care, School Age Care, Middle School and Teen, Sports and Fitness, and Outreach Services).

Nutritionist (CYS)

The Food and Nutrition Specialist is responsible for the oversight and operation of the food program.

Child & Youth Services Special Needs Program Manager

Applies knowledge of child/youth development and basic mental health principles to develop, oversee, coordinate, monitor, and evaluate the execution of programs and services offered to children/youth who have been medically diagnosed with a special need and/or non-medically diagnosed who are experiencing atypical child/youth behaviors.

Lead Training Specialist

Responsible for the operation, integration, coordination, and oversight of garrison trainers. Oversees training, curriculum, and programming for all programs.

CYS Administrator

Plans and supervises administration of the center-based system to include full day, part day preschool, before and after school age programs, hourly, special needs programs/services, and summer camps for school age children. Plans and directs efforts that provide interaction among all program component staff, parents, and community.

Program Operations Specialist (CYS)

Assists the Coordinator with the operational functions of the entire **CYS** program to include maintaining statistical data, completing reports, analyzing data, tracking budgeted expenses, and identifying trends.

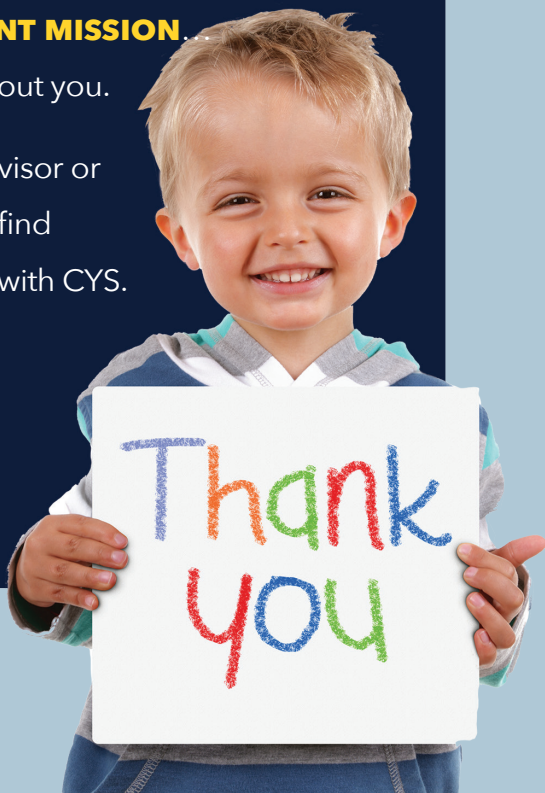
CYS Coordinator

The top position in **CYS** at the garrison level. Responsible for overseeing multiple programs that support Families. There are two different grade levels of coordinators, depending on the number of child spaces in the **CYS** program.

Thank you for your service, too!

CYS has an **IMPORTANT MISSION**...
and we can't do it without you.

Check with your supervisor or
local **NAF** HR office to find
opportunities to grow with **CYS**.





U.S. ARMY



Installation Management Command, G9
Child & Youth Services Headquarters
2455 Reynolds Road, Building 2266
JBSA Sam Houston, TX 78234