

come grow **US!** with

What Positions and Career Opportunities are Available in the Child Development Program System?

- Child Development Program Technician (direct care)
- Child Development Training and Curriculum Specialist (training)
- Child Development Director/Assistant Director (management)
- Family Child Care Coordinator (management)
- School-Age Coordinator (management)
- School Age Care Program Technician (direct care)
- Youth Director (management)
- Youth Sports Director (management)
- Youth Program Director (management)
- Teen Program Director (management)
- Family Child Care/Child Development Home provider (direct care)

What are the qualifications for these Positions?

- What education level is required?
- Does the program require additional training?
- Are there opportunities for career progression?

Where would I work?

- Child Development Center
- School Age Care Program
- Family Child Care Office
- Youth Program
- Teen Program

What if I Want to Operate a Child Care Business in My Home?

- What is a Family Child Care/Child Development Home?
- What is the application process?
- How long does it take to be a provider?
- Is it expensive? What must I purchase to get started?
- I'm a licensed provider living in the community. Will the licensing requirements be different when I move to another state?



come grow with US! with US!

Can I Find Employment?

- Are positions available?
- Is there a job listing for current positions?

I'm already employed in a program. Am I able to transfer to another position?

- Transfer within the same Service?
- Transfer between the Services?
- Are there employment opportunities in the child and youth field outside of the military system of care?

Where can I learn more?

- Web site listed here

What Positions and Career Opportunities are Available in the Child Development System?

• Child Development Program Lead Technician

Child Development Program Lead Technicians work in the classroom providing specialized developmental care for children in the Child Development Center. They also provide basic oversight for Child Development Program Technicians and assistants who work in the center. Duties include providing guidance in a number of areas such as conducting daily activities with children, room arrangements, interaction with children, health/safety, appropriate guidance techniques, meal service and ensuring care is in compliance with child development guidelines.

• Training and Curriculum Specialist

Training and Curriculum Specialists develop, implement, and oversee the training programs for employees of the Child Development Center, School-Age, and Family Child Care CDP programs. Duties include tracking and planning training for employees, assisting employees with the module training program, and overseeing curriculum provided in each of these programs. Training and Curriculum Specialists ensure the quality and consistency of developmental programming and age-appropriate activities within these programs. These specialists must also ensure that the programs meet Department of Defense, as well as national accreditation criteria. The number of trainers assigned to a program is dependent upon the number of children enrolled.



come grow with US! with US!

- **Child Development Director/Assistant Director**

Directors and Assistant Directors are responsible for the daily operations of Child Development Centers. Duties include preparing and submitting annual budgets, purchasing supplies and equipment, handling personnel issues, and overseeing the overall operation of the program. The Director/Assistant Director also ensures compliance with USDA guidelines and implements USDA Child Care Food Programs. The Director/Assistant Director maintains and operates the facilities in a manner that protects the health and safety of children and meets the criteria of a national accrediting body.

- **Family Child Care Coordinator**

Family Child Care/Child Development Home Coordinators are responsible for the oversight of the certified child care homes located in the installation housing units and, on some installations, in privatized housing areas. Coordinator duties include recruiting and training of providers and conducting home inspections to ensure each home provides a safe and healthy environment for the children in care. The Coordinator also ensures that the activities and interactions in each home are developmentally appropriate, age appropriate, and meet the individual Service standards.

- **School-Age Coordinator**

The School-Age Coordinator plans, organizes, coordinates, and oversees the school-age care program, which consists of before and after school care and full-day winter holiday and summer day camps for children 5-12 years of age.

- **School-Age Care Program Technician**

School Age Care program technicians work in the classroom providing specialized developmental care for youth ages 5 (enrolled in kindergarten) to 12. Program technicians work a varied scheduled based on the school calendar.

- **Youth Director**

The Youth Director oversees and manages a comprehensive youth development program for military and DoD civilian youth ages 5-18 years of age. There are multiple program areas such as youth support activities (leadership development, school, relocation and employment assistance, and community service), school-age care programs, and youth activities (physical fitness and sports, social and cultural enrichment programs, instructional classes, and a host of recreational programs)



come grow with US! with US!

- **Youth Sports Director**

The Youth Sports Director oversees and manages the youth sports program. Duties include recruiting, training, and appointing volunteers needed for all sports programs; training, scheduling, and supervising game officials; coordinating the maintenance and upkeep of playing facilities; maintaining and controlling program supplies and equipment; arranging transportation for teams when required; and conducting and coordinating all registration activities.

- **Youth Program Director**

The Youth Program Director plans, organizes, and implements all program activities to include social and cultural enrichment programs, instructional classes, and recreational programs.

- **Teen Program Director**

Plans and organizes all program activities geared towards teens. Programs classes and events focused on character development and leadership development, education support and career development, health and life skills, the arts, and sports, fitness, and recreation.

- **Family Child Care/Child Development Home provider**

Individuals who reside in installation housing and who provide in-home care for children of the Armed Forces and DoD civilian personnel for compensation must apply to be a licensed FCC/CDH provider. Care provided for 10 hours or more per child per week on a regular basis meets the qualifications of certification care. At some locations, individuals living in privatized housing may also be subject to these requirements. Individuals who provide in-home care must be at least 18 years old and are considered self-employed.

Some installations oversee *Affiliate* homes. These are family child care/child development homes that are licensed by the state and are monitored by the installation coordinator. Affiliate homes agree to operate within the same guidelines as installation certified homes.

What are the qualifications for these Positions?

- **What education level is required?**

Individuals who want to work in the classroom must meet the following minimum requirements:

- Be at least 18 years of age



come grow **US!** with

- Hold a high school diploma or equivalent
- Have the ability to speak, read, and write English
- Successfully complete background checks
- Be able and willing to undergo required training

Management positions often require a 4-year degree from an accredited college or university. Some positions require a concentration in a specific major field or a combination of experience and education such as:

- CDC Director must hold a baccalaureate degree in child development, early childhood education, family and consumer sciences (early childhood emphasis), elementary education, special education appropriate to the position to be filled from an accredited college or a combination of education and experiences (for example - courses equivalent to a major in one of the subject fields appropriate to the position plus appropriate experience and additional coursework which provide knowledge comparable to that normally acquired through the successful completion of a 4-year course of study.)
 - School-Age Coordinator must hold a baccalaureate degree that includes a major study in child or youth development/education or a related field such as youth recreation, elementary/early childhood education, physical education (K-6), music education (K-6), art education (K-6), human or family services/development, psychology, social work, guidance and counseling, home economics and one year experience volunteering or working with school-age children or the equivalent combination of education and experience.
 - Training and Curriculum Specialist must hold a baccalaureate degree in child development, early childhood education and a minimum of three years experience working with young children.
 - In some cases, the Youth program directors may require a degree in child or youth development/education or a related field such as youth recreation, elementary/early childhood education, physical education (K-6), music education (K-6), art education (K-6), human or family services/development, psychology, social work, guidance and counseling, home economics recreation
- **Is a Child Development Associate (CDA) required?**



come grow with US!

A Child Development Associate (CDA) is not required for these positions; however, completing the CDA process offers training opportunities for early childhood staff who want to enhance the quality of child care and early education they provide by defining, evaluating, recognizing, and implementing the competencies established by the Council for Early Childhood Professional Recognition.

The CDA competency standards and coursework define the skills needed by providers and the strategies to demonstrate their ability to work effectively with young children. CDA training addresses various settings: center-based infant and toddler programs and preschool classrooms, as well as family child care homes and home visitors.

The final assessment and credentialing of child care providers is administered by the Council out of Washington D.C. This program assists potential CDA candidates in completing the preparation steps for assessment, collecting documentation and required items for the resource file, and applying to the Council for their credential and verification visit.

- **Does the program require specific training?**

All program assistants are required to complete orientation training before they are allowed to work with children. In addition, staff must complete pediatric first aid training and rescue breathing within the first six months of employment. Staff are also required to complete 15 Child Development Training Modules within the first 18 months of employment.

All staff are required to successfully complete annual training in topics related to techniques and procedures in child care including child abuse identification, prevention and reporting procedures, center administration and management, parent involvement, and curriculum development.

- Are there opportunities for career progression?

Where would I work?

- **Child Development Center**

The Department of Defense operates more than 700 child development centers and school-age care programs worldwide. Child development centers offer care to children 6 weeks through 5 years of age in full-day, part-day, preschool enrichment, and hourly care services. These centers offer individualized developmentally appropriate curriculum to meet the needs of children of all ages. Eligible centers are accredited by a national accrediting body.



come grow **US!** with

- **School Age Care Program**

The Department of Defense School-Age Care programs provide care for more than 40,000 youth 5 to 12 years of age in before and/or after school and in full-day programs during the summer and school breaks. A wide range of activities and specialty camps are offered such as arts and crafts, theater camps, computer groups, music camps, and various sports camps. Eligible school-age care programs are accredited by the National Afterschool Association (NAA).

- **Family Child Care/Child Development Home Office**

Family Child Care (FCC)/Child Development Home (CDH) Programs provide training and oversight to licensed family child care homes on or near the installation. Home care providers offer a variety of care options for families such as full-day, part-day, infant/toddler care, evening, weekend, and respite care. The FCC/CDH program offers providers the use of lending programs stocked with supplies and equipment needed to set up and maintain quality environments for children. Providers receive orientation training and on-going training to ensure high standards of care are met. Providers also receive encouragement and support if they pursue accreditation.

- **Youth Programs**

The Youth Program supports core program areas for military and DoD civilian youth ages 5-18 years of age. These core program areas include character development and leadership development, education support and career development, health and life skills, the arts, and sports, fitness, and recreation. Programs are offered in Youth Centers, Teen Centers, and in facilities that combine youth and school-age care programs.

What if I Want to Operate a Child Care Business in My Home?

- **What is a Family Child Care/Child Development Home?**

In a FCC/CDH, you operate your own business caring for children in your government or affiliated off-installation home. You set your own hours and your start-up costs are minimal. The FCC/CDH staff will train and help you provide responsible, safe, in-home care for infants, children, and youth up to 12 years. Providers may opt to offer care during non-tradition hours to assist families who need care on weekends, evenings, and for shift-work.

The FCC Program will assist you in seeking the Child Development Associate Credential (CDA) and accreditation through the National Association for Family Child Care (NAFCC).



come grow **US!** with

Your credentials follow you wherever you go, making your home-based business portable. When you PCS or when your spouse leaves the military, you can move your business along with your family. You can make a difference by providing quality and affordable child care in a home setting.

- **What is the application process?**

Contact the installation FCC/CDH office for application forms. You and your family will be jointly involved in a discussion about your decision to become an in-home care provider. Your home will be inspected by various health and safety experts to ensure a clean and safe environment for children. Each family member over the age of 12 years must complete a background check. Each prospective provider must complete orientation training, CPR, and first-aid training, and other installation specific training requirements prior to caring for children

- **How long does it take to be a provider?**

On average, it takes approximately 2 months to become licensed.

- **Is it expensive? What must I purchase to get started?**

The FCC/CDH staff can assist you with many of the materials you need to get started including age appropriate materials and supplies, extra high chairs, and some storage items. Each installation Lending library/resource library is designed to assist you throughout the licensing process.

- **I'm a licensed provider living in the community. Will the licensing requirements be different when I move to another state?**

Licensing requirements vary by state. Your installation training is portable and may be applied to state training requirements. The National Association of Child Care Resource and Referral Agencies (NACCRRA) is a good source of information about home-based care in the community. Visit www.naccrra.org for additional information.

Can I Find Employment?



come grow with US!

- **Are positions available?**

Positions vary by installation. Please refer to the installation of Service websites for specific information.

- **Is there a job listing for current positions?**

Yes, jobs for the various Services are posted at several web sites.

I'm already employed in a program. Am I able to transfer to another position?

- **Transfer within the same Service?**

Yes. Military spouses who travel on orders are eligible for preferential hiring. Spouse preference may be exercised once per permanent relocation of military. You will need a copy of your sponsor's orders with your name listed in the dependant travel block.

For more information on how you may qualify, contact your local installation employment office.

- **Transfer between the Services?**

Yes. Military spouses who have been employed at one Service location are eligible for employment at another Service location. If possible, please bring copies of your training files with you when you relocate.

For more information on how you may qualify, contact your local installation employment office

- **Are there employment opportunities in the child and youth field outside of the military system of care?**

Yes, there are many opportunities for employment in the child and youth field. The installation Family Assistance/Family Support Center can assist you with local employment information. Military OneSource is also a source of information about local employment opportunities. Additional job postings may be found at

http://www.childcareexchange.com/jobs/post_job.php



come grow **US!** with

Where can I learn more?

- Army: www.cpol.army.mil
- Marine Corps: <http://www.usmc-mccs.org/employ/jobvacs.cfm?sid=emp&smid=2>
- Navy: <https://qol.persnet.navy.mil/nafpbe/>
- Air Force: <http://ask.afpc.randolph.af.mil/>

