

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: **ML 260430****

OPEN DATE: **30 April 2026**

CLOSE DATE: **13 May 2026**

LOCATION: WVARNG, Charleston

JOB TITLE: MA Admin/Operations Specialist

WORKING TITLE: Child & Youth Program Coordinator

SALARY RANGE: \$42,738. - \$65,025

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.ma-hro@army.mil.

All Applications must be received by closing date. Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

This position is located in the Joint Force Headquarters (State), Support Programs Division. The purpose of the position is to provide support in the administration of the Child and Youth Program services for the Army National Guard within the State Family Program. This is achieved by performing assignments designed to provide familiarity with the Family Program, community services, effective relations with supporting social service and emergency organizations, recruit and train volunteers, promote resilience and financial literacy through targeted life skills training, and the development of human resources program referral networks.

EXAMPLES OF WORK

1. The CYPC shall, in coordination with the SFPD, coordinate and conduct evidence-based, developmentally-appropriate life-skill and resilience-building education and youth development for school-aged dependents of Army National Guard members. Priority of support shall be deployment support and steady-state program ARNG requirements. Child & Youth programming outside of YRRP events must be conducted in locations where ARNG children and youth live. Other service component dependents may participate in Child & Youth Services events if the cost of support is incidental (adding no additional cost to the event, where funds would be lost if open spaces are not filled) to the cost of the event.

2. The CYPC shall coordinate with the YRRP POC for support of Child & Youth Services training and support for school-aged attendees at pre-deployment, during deployment and post-deployment events as indicated by the SFPD. The CYPC shall provide the YRRP POC with support and space requirements for expected attendance and a projected child and youth programming agenda. The CYPC cannot provide or supervise child care services (0-5 yr olds), and are not responsible for securing child care services for events.

3. The CYPC shall identify available resources for families which support Army National Guard children and youth (0-18 yrs of age); however, programming efforts will target school-aged youth through training and coordination of Child and Youth Services support for deployed personnel and their families during the deployment cycle, and ensuring that families are educated, trained and supported regarding available resources, benefits and programs during each phase of the deployment cycle. Contractor shall monitor the development and delivery of standardized training packages, briefings, and other associated materials required to support the deployment process.

4. The CYPC shall market available DoD and National Guard/military child care fee assistance resources to eligible Families, educate Families on the eligibility requirements and application process, and assist Families with identifying the forms and required documentation to apply for these programs, to ensure maximum participation. The CYPC will also communicate with the ARNG CYC COR when they are informed by the sponsor/parent of delays/issues with the application process.

5. The CYPC shall establish an annual state-specific marketing plan to market Child & Youth Services program opportunities and available resources to eligible Families and youth via available media (print, email, social media, etc.), within established policies, procedures and expectations of the local Government.

6. The CYPC shall coordinate and provide briefings on the local Child and Youth Services program, as well as benefits and resources available to Service Members, Family members, and youth, as required by state-level plans and guidance. Briefings shall provide Service Members, Family Members and youth with the local, state and federal resources (including Army Fee Assistance, Our Military Kids, Tutor.com, Zero to Three, Military Child Education Coalition, etc.) that they are eligible to use, as well as information on how to contact the Family Program Office for additional information.

7. The CYPC shall, at the request of the SFPD, conduct/coordinate briefings to the state military leadership and relevant community partners on the issues facing military-connected children and youth, and to provide updates on programs and services available to them.

8. The CYPC shall provide planning, liaison, development and delivery of services available both within the Department of Defense structure (e.g. Army Community Services, Morale, Welfare and Recreation, DDR, etc.) and from collaborating national-level civilian organizations (e.g. Boys and Girls Club of America, 4-H/USDA Extension Service, etc) and local community-based organizations. Contacts may be gained from the State Family Program Director and Airman & Family Readiness Program Managers. New contacts shall be continuously sought out in efforts to increase networks of support for families, youths, and children. Contractor shall analyze ability to reach ARNG children through a combination of centralized activities such as youth camps and community and/or unit based offerings. The CYPC shall regularly review data collected from national-level sources to identify program gaps and establish new partnerships.

9. The CYPC shall develop and expand communication available to the youth of deployed Service Members by directly coordinating with operational headquarters for the deployment to procure up to date mailing information of deployed Service Members and families, and all e-mail access (e.g. Army Knowledge Online), social media capability that make communication with deployed Service Members easier.

10. The CYPC shall develop and maintain a directory of resources, agencies and organizations that are available to assist military children and a library of curriculum resources that support Child & Youth Services requirements and expectations. Additionally, the CYPC shall ensure information regarding research and policy/legislative changes impacting military children and youth is updated and kept current.
11. The CYPC shall access and analyze data from surveys and informal interactions to identify Child & Youth Services local needs and develop/coordinate program support resources to meet identified needs of the customer.
12. The CYPC shall attend state-specific Family Programs training conducted by the Family Programs Office/SFPD.
13. The CYPC shall become familiar with and maintain access to all DoD/Army/NGB/ARNG regulations and guidance that are applicable to the execution of school-aged services and youth development programs within the military services.
14. As requested, and with SFPD concurrence, the CYPC shall provide program support services to Family Readiness Groups (FRG's) as required by state/territory guidance or plans. Work closely with Family Assistance Specialists, Family Readiness Support Assistants, Family Readiness Groups and volunteers to assess and evaluate the needs of the deployed personnel and their families. The CYPC shall ensure youth-specific resources are made available to support Family Assistance Center operations. Follow-on assessments shall be conducted as required.
15. The CYPC shall provide adult lead sponsorship to the state National Guard Youth Council and is responsible to identify and train youth delegates to fill these positions. The CYPC shall submit recommendations to the NGB POC for the Guard Teen Panel (GTP). CYPCs may serve on the state Family Program Advisory Council (or equivalent) to provide background data and analysis for the Government regarding the planning and execution of the State Family Program Conference/ Workshop and applicable events.
16. The CYPC shall compose and route correspondence, including e-mail and complete correspondence in accordance with NGR 25-52 and AR 25-50. The CYPC shall be required to complete and forward all required Child & Youth Services reports in the correct format and timeline. CYPCs shall ensure identification of contractor status is included in all communication, correspondence and publications.
17. The CYPC shall provide services that comply with all published guidance of the State Family Program Office Child & Youth Services operations.
18. The CYPC shall secure and safeguard all Government property, including documents, provided for or created by the operations of Child & Youth Services. It is understood that all records, documents and resources utilized by the CYPC, and in support of Child & Youth Services operations are for official Government use only and shall remain Government property on termination of the contract and/or employment.
19. The CYPC shall use Government phones, computers and other communications & electronic equipment for official Government functions only.
20. The CYPC shall respond to and effectively handle time-sensitive Child & Youth Services queries as they are received, and no later than 24-hours following receipt.
21. The CYPC shall, at the request of the SFPD, coordinate with State FP contractors/staff, ARNG-HRS, Joint Family Support Assistance Program contractors (DoD) to identify trends, coordinate/conduct briefings, orientations, workshops and networks to enhance local program delivery with appropriate outside agencies. On-going analysis of outreach efforts will be conducted to ensure overall positive program impact and maximum return on investment.

22. As requested at state level by the SFPD, the CYPC shall utilize subject matter knowledge and available analytics to provide program improvement recommendations and identify programming needs.

23. The CYPC may provide training support to national-level National Guard Child & Youth Services workshops and symposia (as requested) and with approval of the SFPD. The CYPC may also present state best practices at relevant professional conferences.

24. The CYPC shall attend the J1 Professional Development Workshop and/or Child and Youth Services-specific annual professional development training. When conducted, one CYPC from each state shall attend the National Youth Symposium (NYS) with, and be responsible for, their youth delegates in accordance with the NYS training schedule and CYPC duty schedule. One CYPC from each state may attend Regional Youth Symposia (RYS) when conducted to provide support and supervision of youth delegates; hosting states may utilize both the LCYPC and CYPC during RYSs. An after action report (AAR) highlighting information acquired and planned program utilization will be submitted to RAPM following return from any of these trainings.

25. The CYPC shall attend at least one national-level professional development conference hosted by a recognized Youth Development/Education organization (e.g., MRT, 4H, Boys & Girls Clubs of America, MRT, etc.) or Department of Defense organization where the conference agenda adds value to the state ARNG CYS program. This will also be dependent upon available funds available to support contractor travel. An AAR will be submitted to the RAPM and forwarded to the ARNG CYS COR highlighting, at a minimum, attendance purpose, value added and way ahead/planned utilization of information acquired.

26. The CYPC shall work collaboratively with the SFPD on the dissemination and marketing of national-level CYS surveys and needs assessments.

27. The CYPC shall complete other tasks as assigned, and within the timeline(s) established, by their RAPM, and/or based on contract/program need(s) identified at the local level. Failure to do so may negatively impact ARNG CYS operations and could negatively impact employment status.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. A four-year college degree in social sciences, education, human resources, or business/program management is required. At least two years of demonstrated work experience in Education, Youth Development, Reserve Component Family Programs or Child & Youth Programs, or business/program management is preferred. A combination of two years of relevant college coursework and seven years of demonstrated work experience in Education, Youth Development, Reserve Component Family Programs or Child & Youth Programs, or business/program management may substitute for the four year degree requirement

2. Child and Youth Program Coordinators shall have military OR direct civilian experience in coordinating Family Programs/Child & Youth Programs in a military organization is preferred.

3. Child & Youth Program Coordinators shall have broad based knowledge, experience, and skills in the areas of military personnel and Family programs as well as an understanding of the ARNG. The contract employee must demonstrate a working knowledge of military well-being programs, Family programs, and the deployment support cycle requirements. For the purposes of this task order, the Government considers the Child & Youth Program Coordinator to be a Mid-Level Support position.

4. Child & Youth Program Coordinators shall have knowledge of professional early childhood education and youth development principles and practices impacting children and youth from K-12 necessary to plan and execute evidence-based outreach and support activities within the National Guard Child & Youth Program at the state/territory level.

5. Child & Youth Program Coordinators shall have knowledge of human growth and development, youth socialization, child and youth educational and recreational programs.

6. Child & Youth Program Coordinators shall have knowledge of National Guard Child & Youth program goals and objectives, and their linkage to DoD and Department of the Army Child, Youth and School Services program goals and objectives. Must be innovative in implementing new policies, procedures, methods, approaches and techniques. Must know, understand and be able to function effectively within the state-level federal and private sector systems, encompassing numerous functions.
7. Child & Youth Program Coordinators shall have demonstrated ability to work effectively within the military structure and with outside agencies to facilitate resources and support for National Guard children and youth.
8. Child and Youth Program Coordinators shall have state-level experience working within the National Guard Child and Youth program or Family program preferred.
9. Child and Youth Program Coordinators must require minimal oversight and have the ability to adapt to shifting priorities and operate in high-visibility situations.
10. Child and Youth Program Coordinators must be computer literate and proficient in preparing Microsoft Word, Excel, and PowerPoint documents. Contractors must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written) to disseminate information throughout the organization. Contractors must have the ability to develop PowerPoint briefings.
11. Child and Youth Program Coordinators must have a current and valid driver's license.
12. Child and Youth Program Coordinators must pass required state and federal background investigations, with a minimum CNACI clearance in accordance with DoDI 1402.5, and maintain favorable background checks as required.
13. At a minimum, Child and Youth Program Coordinators shall have must hold current certificates in Cardiopulmonary Resuscitation (CPR) and first aid within 30 days of hire date.
14. Child and Youth Program Coordinators shall have must complete Master Trainer certification course within 10 months of hire date.
15. Child & Youth Program Coordinators shall have must complete contract-required security-related trainings must be completed within 30 days following hire and/or 30 days following contract award and retaken annually thereafter.
16. Child & Youth Program Coordinators shall ensure compliance with the 24 hours of contract-required annual training.
17. Child & Youth Program Coordinators will ensure annual completion of mandated reporter training, identification and reporting of abuse/neglect training, and confidentiality training as part of the required 24-hours of training under the contract. As mandatory reporters, Child & Youth Program Coordinators must be aware of and comply with established state and federal laws regarding reporting processes and expectations in their state.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from a standard high school or equivalent.

EXPERIENCE: One year of paid employment in work that involves communicating and assisting individuals with utilizing knowledge of community resources and social services agencies to aid the family readiness program.

SUBSTITUTION: College hours, related business school or vocational training may be substituted through an established formula for the required experience.

SPECIAL REQUIREMENTS:

1. Position is contingent upon receipt of Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. State positions announced by the Adjutant General are **at-will employment positions**. The term at-will means that the employee may be terminated at anytime without cause.
4. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
5. Irregular and overtime hours may be required to support operational requirements or contingencies.
6. The employee may be required to travel in military and/or commercial vehicles to perform temporary duty assignments.
7. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

Murray "Gene" Holt II

Director, West Virginia Military Authority