

# **Lead Child & Youth Program Coordinator (LCYPC)**

## **Statement of Work**

### **Required Services (LCYPC)**

1. Under the guidance and procedures provided by the State Family Program Director (SFPD), the LCYPC shall serve as the primary state point of contact and subject matter expert within the State Family Program Office for Child Development Services, School Age Services, Youth Programs, School Liaison Services, Education and Outreach Support and Community-Based Services programs.
2. The LCYPC will provide functional support services for the SFPD by way of management and administration of all Child & Youth Services operations, and will provide guidance and assistance to Child & Youth Program Coordinators. Additionally, they will function as the link to the Regional Assistant Program Manager (RAPM) in each state.
3. The LCYPC shall ensure services comply with National Guard/Army/DoD regulatory requirements, regulations and policy throughout all phases of the deployment cycle, as well as ensuring services for steady-state programming/initiatives comply with applicable policies, laws and regulations.
4. The LCYPC shall provide analysis, background information and subject matter expertise for the SFPD in the areas of development of the annual Child & Youth Services budget and Yearly Training Plan, Marketing Plan, and shall coordinate with the other CYPC(s) in the state to ensure Child & Youth Services supports YRRP and other customer needs and expectations.
5. The LCYPC will serve as a primary ARNG Child & Youth Services contractor POC and representative to government-approved partner organizations within the state and coordinate/market child & youth development and resource opportunities to National Guard stakeholders and Family Readiness Groups. All actions requiring a Government Representative will be coordinated through the SFPD.

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6. The LCYPC shall market National Guard (Army and Air) national-level youth development Opportunities throughout the state, to include the State Teen Panel, the Guard Teen Panel and the National Guard Youth Symposium (when applicable). With the approval of the SPFD, the LCYPC shall submit national panel and state delegate nominations to the appropriate National Guard Bureau Family Program office POC.
7. The LCYPC shall provide background data, functional expertise and analysis for use in Government development of long and short range plans to meet current and projected Child & Youth Services funding and program expansion needs and services.
8. The LCYPC shall collect reports from other CYPC(s) in the state and submit after-action reports to State Family Program Director and the RAPM for all national-level professional development conferences and trainings, to include MRT certification and attendance at the annual ARNG CYS Professional Development training. Based on available contract travel funds and justification of need, the LCYPC may attend an additional professional development, where attendance serves to increase and enrich state programming and services.
9. The LCYPC, with assistance from the CYPC(s), shall develop an annual Child & Youth Services annual report highlighting, key program events and accomplishments, and based on expectations provided by the ARNG CYS COR. The Annual Report shall be submitted to the Government NLT 45 days after the end of the Fiscal Year.
10. The LCYPC shall securely maintain all specified Child & Youth Program volunteer records, including specified volunteer position descriptions, training, and background checks in accordance with Family Program and Child and Youth Services requirements in AR 608-10, DoDI 6060.4, ARNG CYS Resource Guidance and applicable Chief of National Guard Bureau Memorandums and Instructions.
11. The LCYPC shall complete and submit required weekly, monthly and annual reports within identified timelines, and as specified in the contract Performance Work Statement (PWS) and/or as requested by the RAPM, PM or COR.

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12. The LCYPC 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.
13. The LCYPC 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 LCYPC shall provide the YRRP POC with support and space requirements for expected attendance and a projected child and youth programming agenda. The LCYPC cannot provide or supervise child care services (0-5 yr olds), and are not responsible for securing child care services for events.
14. The LCYPC 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.
15. The LCYPC 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 LCYPC will also communicate with the ARNG CYS COR when they are informed by the sponsor/parent of delays/issues with the application process.

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16. The LCYPC 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.
17. The LCYPC 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.
18. The LCYPC 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.
19. The LCYPC 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 LCYPC shall regularly review data collected from national-level sources to identify program gaps and establish new partnerships.
20. The LCYPC 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.

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Army Knowledge Online), social media capability that make communication with deployed Service Members easier.

21. The LCYPC 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 LCYPC shall ensure information regarding research and policy/legislative changes impacting military children and youth is updated and kept current.
22. The LCYPC 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.
23. The LCYPC shall attend state-specific Family Programs training conducted by the Family Programs Office/SFPD.
24. The LCYPC 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.
25. As requested, and with SFPD concurrence, the LCYPC 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 LCYPC shall ensure youth-specific resources are made available to support Family Assistance Center operations. Follow-on assessments shall be conducted as required.
26. The LCYPC 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 LCYPC shall submit recommendations to the NGB POC for the Guard Teen Panel (GTP). LCYPCs may serve on the state Family Program Advisory Council (or equivalent) to provide background data and analysis

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for the Government regarding the planning and execution of the State Family Program Conference/Workshop and applicable events.

27. The LCYPC shall compose and route correspondence, including e-mail and complete correspondence in accordance with NGR 25-52 and AR 25-50. The LCYPC shall be required to complete and forward all required Child & Youth Services reports in the correct format and timeline. LCYPCs shall ensure identification of contractor status is included in all communication, correspondence and publications.
28. The LCYPC shall provide services that comply with all published guidance of the State Family Program Office Child & Youth Services operations.
29. The LCYPC 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 LCYPC, 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.
30. The LCYPC shall use Government phones, computers and other communications & electronic equipment for official Government functions only.
31. The LCYPC shall respond to and effectively handle time-sensitive Child & Youth Services queries as they are received, and no later than 24-hours following receipt.
32. The LCYPC 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.
33. As requested at state level by the SFPD, the LCYPC shall utilize subject matter knowledge and available analytics to provide program improvement recommendations and identify programming needs.

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34. The LCYPC may provide training support to national-level National Guard Child & Youth Services workshops and symposia (as requested) and with approval of the SFPD. The LCYPC may also present state best practices at relevant and approved professional conferences.
35. The LCYPC shall attend the J1 Professional Development Workshop and/or Child and Youth Services-specific annual professional development training. When conducted, one LCYPC 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 LCYPC duty schedule. One LCYPC from each state may attend Regional Youth Symposiums (RYS) when conducted to provide support and supervision of youth delegates; hosting states may utilize both the LCYPC and LCYPC 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.
36. The LCYPC 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.
37. The LCYPC shall work collaboratively with the SFPD on the dissemination and marketing of national-level CYS surveys and needs assessments.
38. The LCYPC 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.

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### **Education, Experience, and Special Qualification Requirements (LCYPC)**

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. Lead Child & Youth Program Coordinators shall have broad based knowledge, experience, and skills in the areas of military personnel, human resources, 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 Lead Child & Youth Program Coordinator to be a senior-level support position, providing program oversight and on-site supervision of the LCYPC.
3. Lead Child & Youth Program Coordinators shall be current with national early childhood education; school age and youth development best practices; special needs/education; financial and personnel issues; and research findings and techniques in this field.
4. Lead Child & Youth Program Coordinators shall have knowledge of at least TWO of the following: special education, adult education and instruction, child abuse prevention, business practices, personnel, budget and analytical practices.
5. Lead Child & Youth Program Coordinators shall have knowledge of DoD and appropriated fund and non-appropriated funding Army Regulations and Public Laws pertaining to Army Child & Youth Services programs, health, safety, child abuse prevention, personnel, financial and military personnel policies.

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6. Lead Child & Youth Program Coordinators shall have strong analytical skills and abilities to analyze program problems and trends, develop innovative solutions, evaluate the effectiveness of the overall Child & Youth program, assess policy implementation and identify new issues and problems, determine impact on other organizations and Families, develop and assess options, and make recommendations to the Army National Guard Soldier & Family Services Division and/or Child & Youth Service Program Management Team for program improvements and needed policy changes/amendments.
7. Lead Child & Youth Program Coordinators shall have military OR direct civilian experience in coordinating Family Programs/Child & Youth Programs in a military organization is preferred.
8. Lead 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.
9. Lead 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.
10. Lead Child & Youth Program Coordinators shall have knowledge of human growth and development, youth socialization, child and youth educational and recreational programs.
11. Lead 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.

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12. Lead 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.
13. Lead Child & Youth Program Coordinators shall have state-level experience working within the National Guard Child and Youth program or Family program preferred.
14. Lead Child & Youth Program Coordinators must require minimal oversight and have the ability to adapt to shifting priorities and operate in high-visibility situations.
15. Lead Child & 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.
16. Lead Child & Youth Program Coordinators shall have must have a current and valid driver's license.
17. Lead Child & Youth Program Coordinators shall have 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.
18. Lead Child & Youth Program Coordinators must hold current certificates in Cardiopulmonary Resuscitation (CPR) and first aid within 30 days of hire date.
19. Lead Child & Youth Program Coordinators must complete Master Trainer certification course within 10 months of hire date.
20. Lead Child & Youth Program Coordinators 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.

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21. Lead Child & Youth Program Coordinators shall ensure compliance with the 24 hours of contract-required annual training.
  
22. Lead 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, Lead Child & Youth Program Coordinators must be aware of and comply with established state and federal laws regarding reporting processes and expectations in their state.