



Team Lajes Weekly Bulletin

Lajes Field Air Base www.lajes.af.mil www.lajesfss.com September 13, 2011

WING ANNOUNCEMENTS

OCTOBER FLEA MARKET POSTPONED

The monthly Community Center Flea Market scheduled for September 17 has been postponed until November. The next Flea Market will be Nov. 19. Please, sign up now or call 535-5216.

COMMISSARY CASE LOT SALE

The Lajes Commissary is having a case lot sale on September 16 and 17. For details, call the commissary at 535-6124.

SUNDAY NIGHT FOOTBALL

The Sunday Night Football is back at the Top of the Rock Club again. It is open from 1700 to 2200.

BUILD-A-BOAT CHALLENGE

- Sign up: Sep 23 at the Community Center
- Event: Friday, Sept, 30 , 2 p.m. at the Swimming Pool
- Scored on: race, belly flop, squadron cheer, boat design. Call 535-5216 for details.

SNCO INDUCTION CEREMONY

When: Friday, 7 October 2011

Where: TORC Main Ballroom

Time: 1800hrs – Social

1900hrs – Ceremony

Guest Speaker: CMSgt SaRita Lathan, 48 FW/CCC. For Sign-up information, contact your unit POC.

729 AMS – SSgt Barber/SrA Wheeler

CES – SSgt Salazar

CS – MSgt Miest

FSS – MSgt Phillips

LRS – SSgt Palmer / A1C Tanzillo

MDG – A1C Kollias / SSgt Pagan

OSS – MSgt Heyen/SMSGt Safford

SFS – SSgt Stephenson

WSA – SSgt Lowe

Dress: Mess Dress or Semi Formal

Civilians: Suit and Tie

Tickets: \$30

LAJES AGAINST DRUNK DRIVING NEEDS VOLUNTEERS

Please help save a life and a career by volunteering with Lajes Against Drunk Driving



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(LADD). The process is simple! If you receive a call during the time you volunteered, you'll go pick up the member in need of a ride and take them home. You can be on call at home, at the movies, on a date, anywhere-as long as you are able to pick up the person when they call! Check out [the schedule link attached](#) and sign up! You can volunteer for any combination of the four shifts each weekend whether it is one or all four. We will also need drivers for this Sunday night due to Labor Day weekend. For more information please see your squadron representative or contact one of the following LADD scheduler: MSgt Scarlet Williams at scarlet.williams@lajes.af.mil /or call 535-1343 or the LADD President: SSgt Charles Kendall at charles.kendall@lajes.af.mil at 535-6173.
*** THE LADD PROGRAM IS AVAILABLE TO ALL LAJES AIRMAN WHETHER YOU ARE MILITARY OR CIVILIAN!***

IF YOU ARE THE ONE THAT ENDS UP NEEDING A RIDE THIS WEEKEND, CALL LADD AT 295-57-LADD (5233)

MOVIE NIGHT
"WEDDING DAZE"

@ Solid Rock Oasis, Bldg T-307

When: Wed, 21 SEP 2011 @ 1900

Free pop corn & sodas

Sponsored by Solid Rock Oasis (Airman Ministry Center) 295-57-4019/535-4019

TRANSITION ASSISTANCE PROGRAM

Below are the projected FY2012 3 Day Transition Assistance Program (TAP) workshop dates for Lajes Field:

2-4 Nov 2011

1-3 Feb 2012

2-4 May 2012

25-27 Jul 2012

7-9 Nov 2012

Call the Airman & Family Readiness Center!

AUTOMATED HOUSING REFERRAL NETWORK: BUYING, RENTING OR SELLING?

If you just PCSed in or if you are PCSing out soon, don't forget that www.AHRN.com can help you to find the right house. The Automated Housing Referral Network (AHRN.com) is sponsored by the Department of Defense and is designed to improve the process of securing available housing for relocating military members and their families.



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TRICARE PRIME AND PLUS

TRICARE Prime and Plus beneficiaries have a tool that makes getting doctor's appointments and health care information as easy as clicking a mouse. TRICARE Online, www.tricareonline.com, is a DoD website that allows beneficiaries to make medical appointments online, keep a personal healthcare journal, get reliable medical information, and access TRICARE information about benefits and services.

TRICARE Prime and Plus beneficiaries in the serviced areas are currently able to use the site to make appointments with primary health care providers. The Web site features a 30- to 40-day calendar showing patients all available appointments with their primary care manager or the manager's team members where they're enrolled. Beneficiaries must set up a password-protected personal account on the site to take

full advantage of TRICARE Online's power. TRICARE Online also has more than 18 million pages of health and wellness information and disease management tools for military beneficiaries where they can record all their own health information in a secure medical journal.

65th MDG INTERACTIVE CUSTOMER EVALUATION (ICE)

The 65th MDG wants to hear from you! Please go to <http://ice.disa.mil/> to evaluate the services provided by the 65th Medical Group. Your feedback is used to improve our products and services. Thank you for your feedback.

REFLECTIVE BELT ROE REMINDER:

AFI 91-207 USAFE Sup:
3.5.2.1. (Added) In cases where separation of pedestrian and motor vehicle traffic is not feasible, military personnel in uniform must wear reflective accessories during periods of

reduced visibility (hours of darkness, inclement weather, etc). Personnel in civilian attire are encouraged to wear light-colored clothing or reflective accessories. This requirement must be briefed during newcomers' orientation and addressed in the installation traffic code.

MDG TRAINING DAY AND TRICARE ONLINE:

The 65th Medical Group and the appointment line will be closed on the 2nd Wednesday every month for unit training. Normal operations will resume the following duty day. As a reminder, TRICARE On-line (TOL) is always available as an option for appointment booking. All beneficiaries must register at www.tricareonline.com for an account. If you have any questions, please call 535-3261

WICO:

The Women, Infants, and Children Overseas program helps ensure you child's nutritional



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needs are met. The program provides several important benefits for pregnant or nursing mothers, and children under 5 years old. Contact the Lajes WIC Overseas office, and give your children the healthy start they deserve. Open Tuesday-Thursday 0900-1400.

ACTION LINE at 535-4240

The Commander's Action Line is your link to the commander for suggestions, kudos and as a way to work problems or issues within the 65th Air Base Wing for which you can't find another solution. Your chain of command should always be your first option, but when that is not the answer, call the Commander's action line at 535-4240 or email: 65 ABW/CC Action Line.

MANGO LANGUAGES PROGRAM

Mango Languages is an award-winning, highly acclaimed, self-paced online language learning system! Mango is designed to teach users

simple, practical, and polite conversation skills in a foreign language. For more information contact the Base Library at 535-3688.

Scroll down or click on the FSS Happenings



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65 FORCE SUPPORT SQUADRON HAPPENINGS

Pick up a copy of *ACCENTS* or go to www.lajesfss.com for more events and details. Please **"Refresh"**.

Content in this section is provided by FSS. Comments regarding FSS Happenings can be addressed to Marketing & Publicity, 535-6324 or robin.burnard@lajes.af.mil.



<http://www.facebook.com/65fss>

HOT HAPPENINGS

BOYS & GIRLS CLUBS
Day for Kids

Sept 16
3 - 6 P.M.
FREE!
Open to everyone

Food Games Prizes T-shirts Facepainting Bouncy Castles Firetruck & Police Car on display

3:15 p.m. Kids Parade
Dunk staff or parent in the dunking booth
Cupcake eating contest

iPod Giveaway
WIN AN IPOD!

YOUTH CENTER

YP **535-3273** **FORCE SUPPORT SQUADRON**

www.lajesfss.com
www.facebook.com/65fss

Created by 65 FSS Marketing P

Swimming Pool

Family Movie Night

10 and 17 September 2011
Start time at 8:00pm
Cost: Free

Hot dogs, hamburgers, chips, soda and water provided.

LAJES FIELD, AZORES, PORTUGAL
FORCE SUPPORT SQUADRON

Scroll for more



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PLACES TO GO

Call Outdoor Recreation, 535-4140 for reservation information.

CAVE EXPLORING

Saturday, Sept 17, 3 – 6 p.m. \$15/person. Explore Gruta do Natal and Algar do Carvão. These “beginner” caves do not represent a challenge even if you are a bit claustrophobic, scared of the dark and not real sure of foot.

GEOCACHING TOUR

Saturday, Sept 24, 9 a.m. FREE. Geocaching is an outdoor treasure hunt that combines hiking and exploring, using a hand-held GPS to locate treasure caches.

THINGS TO DO

TEXAS HOLD' EM

Saturdays, Sept 24, Enlisted Lounge. Sign up at 6 p.m. - Play begins at 6:30 p.m. Members play for free - Non-members pay \$10

ADULT SUMMER READING BINGO

Library, Aug – Sept. Win a Kindle! Pick up your Reading Bingo Card. Bring back the completed card for a Kindle drawing. 535-3688.

LUNCH AND LEARN

Sept 24, 27 & 31 at the Library Bring your lunch and learn about library resources, programs, and websites. Learn how EBSCO and GALE can make your college or high school research paper easier. 535-3688.

COSMIC BOWLING NIGHT

Every Friday & Saturday, 7:30 - 11 p.m. Bowl all night jam to your favorite tunes. 535-6169.

BOWLING LUNCH SPECIAL

Every Wed, Thurs & Fri, 11 a.m. - 1 p.m. Have lunch at the Lajes Park Snack Bar and get 2 FREE games of bowling! 535-6169. Shoes not included. Please show receipt.

LAJES PARK FUNDRAISERS

Hold your fundraiser at the Bowling Center. Call 535-6169 for details.

BOWLING LEAGUE SIGN UP

Sign up for the Tuesday Night Squadron Intramural League and Sunday Afternoon Youth Leagues. Leagues will begin 25 Sept for Youth and 27 Sep for Intramural 535-6169.

YOUTH & FAMILY DAY FOR KIDS

Friday, Sept 16, 3 -6 p.m. Food, Games, Prizes, T-shirts, Face painting, Pony Rides, Bouncy Castle. Kids can dunk the staff or parent –in the dunking booth. 3:15pm Kids parade (decorate your bike, wagon, pet, or yourself (parents can participate) Cupcake eating contest
Ipod Giveaway

FREE for kids and Parents of all ages!! Fire Truck & Police Car will be on display Children not in Youth Center under the age of 9, must be accompanied by an adult. 535-3273.

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FUN THINGS TO LEARN

Call Arts & Crafts at least three days before class to register. 535-3909.

SCRAPBOOKING

Saturdays, Sept 17 & 24, 10:30 a.m. - 12:30 p.m. \$40/person. Materials provided.

GREETING CARDS

Sept. 20 & 21, 2 - 3 p.m. \$30/person. Materials provided.

JASMIM-AROMATHERAPY

“Scent-sational” Class*Sept 24, 2 - 4 p.m. \$18/person. Materials provided.

AIRMAN & FAMILY READINESS CENTER

COUNSELING

Child and Youth Behavioral Military and Family Life Consultant, (CYB-MFLC)

969-651-065 and Military & Family Life Consultant (MFLC), 967-435-590 or 535-3529. Call 535-4138 to register for all workshops.

MILITARY & FAMILY LIFE CONSULTANT **MFLC**
Are available to help service members, spouses, family members, children and staff address:
Deployment/Reintegration Support, Marriage and Relationship Issues, Stress and Anxiety, Depression, Grief and Loss, Daily Life Issues.
Consultations are free and anonymous. No records are kept. (Exceptions to confidentiality include duty to warn cases and PRP disqualifiers.)
535-3529

JUMP START YOUR EDUCATION

PA SCHOLASHIPS FOR OFFICERS

Applications for 2012 scholarship for Master of Physician Assistant Program are now being accepted at afpc.dpamw@us.af.mil. Call DSN 665-2775 for information.

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Book Award: \$100 Europe Book Award for Service members and Family Members. Application Deadline Nov 1. Visit http://www.ed.umuc.edu/financial_aid/ to apply

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

HRMN302 - Organizational Communications; this course will be six class days only on Sat and Sun 9 a.m. to 5:30 p.m. Class Dates: Sept 24 & 25, Oct 1 & 2 and Oct 22 & 23.

NATIONAL TEST CENTER

The NTC offers computer-based CLEP, DSST, Excelsior and PearsonVue certification exams, Mon, Wed and Fridays at 8:30 a.m. and 1:30 p.m. To schedule a test call Scott at 535-4187 or email Joe at jrocha@europe.umuc.edu

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FREE ONLINE TUTORING

Math, English, sciences, resuming writing, etc. available at www.tutor.com/airforce and www.khanacademy.org

EXCELSIOR EXAMS

Effective Oct 1 Excelsior exams will no longer be funded by DANTES. Email port@europe.umuc.edu to schedule a test.

LEAD RECRUITMENT

Application to the Air Force Academy opens soon. See Maria or call 535-5291.

NAF JOB OPPORTUNITIES

HRO, 535-6582, Bldg T-112, Room 203

Barista

NA-02, Café Bean, Community Center (T-307)

Part-time

Vacancy Closing Date: Open until filled

Child and Youth Program Assistant (CDC)

CY-01/02/03, Child Development Ctr (T-209)

Part-time

Vacancy Closing Date: Open until filled

Child and Youth Program Assistant (Before & After School Program)

CY-01/02/03, Youth Center (T-240) Part-time

Vacancy closing date: Open until filled



[Implementation of Hiring Freeze](#): Effective immediately, the Department of the Air Force is implementing a 90-day hiring freeze for the appropriated-fund positions

- [Exceptions for Hiring Freeze](#): The Hiring Freeze applies to fill actions for permanent, temporary and term vacancies in all appropriations except those listed in the Exceptions to Hiring Freeze

- [VERA/VSIP](#): Assistance and direction is provided regarding the use of VERA/VSIP. Further information can be found at the following link: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18351/

Helpful Links

[AF.mil](#): The official website of the United States Air Force [AFPC Secure Applications](#)

[EBIS](#): Employee Benefit Information

[EOPF](#): Electronic Official personnel Folder

[MyDP](#): My Development Plan

[MyBiz](#): Tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data (DCPDS) to allow DoD personnel access to and management of their personal personnel records.

[USAJobs](#): The one-stop source for Federal jobs and employment inform



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Scroll down or click on the Helping Agencies

HELPING
AGENCIES
CHAPEL
ANNOUNCEMENTS:



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CATHOLIC SEPTEMBER SCHEDULE

Worship

Sacrament of Reconciliation (Confession): By Appointment on Sundays. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Sunday Mass: 9:00 a.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Mass in Spanish: 4:00 p.m. Saturdays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

New Catholic Chaplain

New Catholic Chaplain – Chaplain Covos Arrives on Station: 17 Sep. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Religious Education Ministry

Confraternity of Christian Doctrine (CCD)
Starts **11 Sep:** 10:30 a.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Youth Ministry

All Youth - Hawaiian Luau – 19 yrs and below: 5:00 p.m. Sep 23 at TTU Beach – RSVP By 21 Sep. For more information, call (Ch, Maj) Hector Colón at 535-4211..

Music Ministry

Do You Sing or Play an Instrument and would like to be involved with the choir? We are looking for volunteers to sing play their instrument with the choir. For more information, call (Ch, Maj) Hector Colón at 535-4211.

PROTESTANT SEPTEMBER SCHEDULE

Worship

Traditional/Liturgical Service (Blending Liturgical & Traditional Worship Styles): 9:00 a.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Praise/Gospel Service (Blending Praise & Gospel Worship Styles): 10:30 a.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Church of Christ Sunday School: 10:00 a.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Church of Christ Service (Communion Weekly): 11:00 a.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.



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Burnservice (Contemporary Style): 5:00 p.m. Sundays at the Community Activity Center. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Bible Studies/Fellowship

Officer Christian Fellowship/Lunch: 11:45 a.m. Wednesdays at Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Bible Study – Open to All: 7:00 p.m. Wednesdays at the Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Choir Practice

Body of Praise Practice for Praise/Gospel Service: 6:30 p.m. Thursday at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Alternate Body of Praise Practice for Praise/Gospel Service: 6:30 p.m. Fridays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Dance Ministry Practices

Jesus & Me Dance Ministry Practice: 1:00 p.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Lajes Praise Motion Dance Ministry Practice: 3:00 p.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Marriage Enrichment Study

FireProof Marriage Enrichment Study Resumes 25 Sep: 5:00 p.m. Sundays at the chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Men's Ministry

Protestant Men's Prayer Meeting/Lunch: Noon on Wednesdays at the Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Protestant Men's Bible Study and Breakfast: 8:00 a.m. Saturdays at the Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Women's Ministry

Protestant Women's Prayer Meeting/Lunch: Noon on Wednesdays at the Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Protestant Ladies Bible Study – Starting 12 Sep: 6:30 p.m. Mondays at the Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211.

Children's Ministry



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AWANA (Approved Workman Are Not Ashamed): Registrations has started. For more information, call (Ch, Maj) Hector Colón at 535-4211.

OTHER FAITH GROUPS

Lajes Open Circle – Earth-Based Traditions–
The Lajes Open Circle is a Pagan, Wiccan and Druid faith service. The Purpose of the Open Circle is to provide a place for worship and promote understanding and tolerance of the Pagan/Wiccan faith to all community members of Lajes Field. All are welcome to attend. A parent must accompany anyone under the age of 18. Meets at 2:00 p.m. on Sundays at the Solid Rock Oasis Airman Ministry Center. For more information, call (Ch, Maj) Hector Colón at 535-4211.

ECUMENICAL PROGRAMS

Sunday Fellowship: 10:00 a.m. Sunday at the Chapel. For more information, call (Ch, Maj) Hector Colón at 535-4211..

COMMUNITY PROGRAMS



The Solid Rock Oasis Airman Ministry Center has two rooms available that are conducive to hold a wide range of events (i.e., having a pleasant conversation with a friend and a good cup of coffee from Café Bean, Faith Group Gathering, watching football games on the BIG screen TV, ballet classes, group meetings, game tournaments such as ping-pong, chess, dominoes, XBox and Wii games, etc.). In an Alcohol, Tobacco and Profanity free environment. The SROAMC is located at Bldg T-307. For reservations of the multi-use rooms, please call 535-4019 or 535-5216.

SUM Dinner: On the last Thursday of each month the Chapel sponsors a Single/Unaccompanied Members (SUM) Dinner. The meal is hosted by one of the squadrons, organizations, or groups from around base. **This month will be hosted by OLA on Thursday, 29 September from 1730 until 1900 at the Chapel.**

Chapel Charities Committee: The Chapel Charities Committee works to help meet the needs of base personnel as well as local nationals, orphanages, nursing homes and Mercy House Institutions. Please drop-of the donations of clothes and toys at Lajes Field Chapel to be sorted at Chapel Charities Closet Bldg. T-112. **We need volunteers to help sort the donations by age and gender**, so it can be delivered to the places mentioned above. For



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more information please call the chapel at 535-4211. POC: Mrs. Jacinta Pires.

Santa Rita Project (September–June): This is a ministry that helps provide food to 57 Children. We are asking for a weekly donation of Wonder Sliced Bread, Cereal, Canned Fruit, Peanut Butter & Margarine.

View the Airman and Family Readiness Center's [OCTOBER SCHEDULE](#) here.

The Airman & Family Readiness Center, located in Bld T-126 and opens: 0800-1700
MON, TUES, WED, & FRI
THURS 0930-1700
Open on American holidays 0800-1600 with limited services.

Please check out our [facebook.com/LajesFieldChapel](https://www.facebook.com/LajesFieldChapel) – If you have any information that you would like to post, please e-mail the information to 65abw.hc@lajes.af.mil.

Scroll down or click on the Entertainment tab for more great info

A&FRC CALENDAR ANNOUNCEMENTS
Register for all A&FRC workshops by calling 535-4138.

ENTERTAINMENT /COMMUNITY EVENTS
MOVIE SCHEDULE



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FRI SEPT 16 – 1900 Horrible Bosses

SAT SEPT 17 – 1600 Winnie the Pooh

1900 Friends with Benefits

SUN SEPT 18 – 1600 Harry Potter 7

1900 Friends with Benefits

Please see www.aafes.com and click on the Reel Time theater section. Pull up Lajes and view trailers and excerpts from upcoming movies.

NOTE: Schedule subject to change without notice.

JOB VACANCIES

Updated: Sept. 6, 2011

The following positions are current vacancies within the 65th Force Support Squadron. If you have any questions please contact NAF-HRO at 535-5200/6582 or visit us in Bldg T112, room 203, Monday through Friday from 0900-1600.

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Vacancies are also posted on the Force Support website: <http://www.lajesfss.com/Human-Resources-Office/NAF-JOB-VACANCIES.html>

And
<http://www.nafjobs.org>

NAF positions are available to US Military, their spouses and dependents. All applicants must be US Citizens or Citizens of other NATO countries. All Federal positions require background checks.

[Child and Youth Program Assistant \(Leader\) \(CDC\)](#)
[CY-04, Child Development Center \(T-209\)](#)

Part-time
Vacancy Closing Date: [8 September 2011](#)

Brief description of duties: Serves as a team leader for program staff with responsibility for the operation and program in accordance with applicable regulations in one or more child and youth programs. Accountable for the whereabouts and safety of children and youth. Oversees arrival/departure of children/youth. Supervises children and youth ranging in age from 6 weeks to 18 years during daily schedule of indoor and outdoor activities, on field trips, outings and special events.

Qualifications: : Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must meet specific physical requirements, must pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must be able to obtain a Food



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Handler's Certificate, and satisfactorily complete installation, state and national criminal background checks. Must satisfactorily complete mandatory training. This position has been designated as a Drug Testing Position (DTP). As such, employees occupying this position are required to random drug testing and must pass Pre-Employment Drug test before they can be hired. Must possess maturity and good judgment and like working with children/youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport children.

SPECIALIZED REQUIREMENT: One year at the CY03 level or equivalent. Must have completed an Associate of Arts degree in early childhood education, youth development, or related fields or have a Child Development Associate credential or a Youth Development credential (must remain current).

**[Child and Youth Program Assistant \(CDC\)
CY-01/02/03, Child Development Center \(T-209\)](#)**

Flex Position, no guaranteed hours or benefits

Vacancy Closing Date: Open until filled

Brief description of duties: Accountable for the whereabouts and safety of children, ranging in age from 6 weeks to 5 years. Helps establish a program environment and promotes positive child interactions with other children and adults. Interacts professionally with staff members, parents, supervisors and volunteers. Cares for special needs children as directed by the supervisor.

Qualifications: Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must pass a physical examination and have required immunizations. Must be able to

lift 40 lbs or more and stand for long periods of time. Must satisfactorily complete mandatory training. Must possess maturity and good judgment and like working with youth and their parents.

[Child and Youth Program Assistant \(Before & After School Program\)](#)

CY-01/02/03, Youth Center (T-240)

Flex Position, no guaranteed hours or benefits

Vacancy closing date: Open until filled

Brief description of duties: Accountable for the whereabouts and safety of children and youth, ranging in age from 5 to 12 years, at the Before & After School Program. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate the daily schedule. Interacts professionally with staff members, parents, supervisors and



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volunteers. Cares for special needs children and youth as directed by the supervisor.

Qualifications: Must be at least 18 years of age, hold a high school diploma (or equivalent) and have the ability to speak, read and write English. Must pass a physical examination and have required immunizations. Must be able to lift 40 lbs or more and stand for long periods of time. Must satisfactorily complete mandatory training. Must possess maturity and good judgment and like working with youth and their parents. Employee must have a valid driver's license and have a good driving record if required to transport youth.

Barista
NA-02, Café Bean, Community Center (T-307)

Flex Position, no guaranteed hours or benefits

Vacancy Closing Date: Open until filled

Brief description of duties: Prepares a limited variety of hot beverages such as cappuccinos, brewed coffee, lattes, espresso, hot chocolate, etc. Serves cold beverages and food items, such as soda, juice, cookies, muffins, pastries, etc. Operates cash register. Sets up work area for operation and obtains cash bank. Maintains work area in a neat and clean manner. Sets up/cleans tables for customers and replenishes condiment items as necessary. Performs preventive maintenance and cleaning. May unload stock from delivery trucks. Assists with inventories, identifies items for re-ordering.

Qualifications: Must be able to follow simple oral instructions, operate simple machines, be skilled in doing tasks with several steps and use judgment in sequencing tasks. Must be able to follow cash handling procedures, have knowledge of food and beverage sanitation standards, and complete food handler's training.

Must pass a physical exam demonstrating ability to frequently lift or move objects weighing up to 40 pounds, and to continuously stand, walk, and frequently stoop, reach, push, pull and bend for long periods of time.