

US NAF Flexible Positions

THEATER ATTENDANT



\$8.50 - \$13.00 per hour

Location: Theater

Official Position Title: Recreation Aid, NF-0189-01 KPP
Recreation Assistant, NF-0189-02
Announcement #: NUS-16-008
Opening Date: 01 February 2016
Closing Date: Open Continuous

Department of the Navy
Morale, Welfare and Recreation Dept
Sigonella NAS 1 BLDG. 157
Phone: 095-56-0522 DSN 624-0522

Notes:

1. There are several flexible positions that may be filled at the higher or lower level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting qualification requirements and at management's discretion.
2. Selected candidates will be required to satisfactorily complete a background investigation (NACI) and pass a pre-employment physical examination as conditions of employment.
3. Regular work schedule includes working days, nights, weekends and holidays.
4. Civilian candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including Page 2, or Command-sponsorship authorization, and Sojourner's Permit/Application Letter.
5. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
6. Applications will be valid for consideration for three (3) months from the date of receipt. If you still wish to be considered after this time, please notify the NAF Human Resources Office.
7. Position involves carrying, pushing or picking up objects weighing up to 50 pounds.

How to Apply

Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment.

Veterans must submit copy of DD-214 (and SF-15 if claiming 10-Point preference).

Please make sure your résumé contains all the required information listed on the reverse page of this announcement.

Area of Consideration

U.S. citizens in the commuting area who are authorized sponsors and command-sponsored dependents of civilian and military personnel.

Description of Duties

Incumbent is responsible for the operation of the theater during assigned shift. Ensures theater is setup to receive patrons, including ticket counter and concession stand and projection booth. Ensures that the evening movies are ready to be shown and posters and movie schedules are posted in a timely manner. Ensures the projector and sound system are in good working order prior to the start time of each showing. Sets up, operates and maintains motion picture projectors, sound-reproducing units and audio visual equipment to produce coordinating effects of sound and on screen. Performs frequent checks inside the auditorium to ensure sound level and picture

quality are properly set. Conducts security checks of oversized bags and backpacks of patrons entering the facility. Handles unruly patrons and in cases of continued disturbances contacts the security office for assistance. In emergency situations, oversees the evacuation of the theater. Controls change funds and verifies all sales from ticket and concession sales at the end of each shift. Performs Sales Clerk and cash handling duties as required. Performs other related duties as assigned.

Qualification Requirements

Recreation Aid, NF-0189-01 (Entry level): Three (3) months of general experience or High-School Diploma

Recreation Assistant, NF-0189-02 (Target level): Six (6) months of general experience **and** six (6) months of specialized experience equivalent to NF-01 level **OR** two (2) years of education above high school that included at least 12 semester hours in courses related to recreation (e.g. basic psychology, group dynamics, physical education, arts and crafts, etc.).

General experience: any type of work that demonstrates the applicant's ability to perform the work of the position.

Specialized experience: experience at the NF-01 level (or equivalent) that is typically in or related to the work of this position.

YOU MUST ATTACH copies of transcripts, certificates or other acceptable evidence to your application to receive credit for education.

At the target level, to determine order of referral, qualified candidates will be evaluated in conjunction with the following Knowledge, Skills and Abilities (K.S.A.):

1. Basic computer knowledge.
2. Ability to set up, operate and adjust motion picture projectors, sound-reproducing and audio visual equipment to achieve proper size, illumination, and focus of the image.
3. Customer service and leadership skills.
4. Ability to handle money.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.