

11/03/16

DEPARTMENT OF THE NAVY  
MORALE, WELFARE & RECREATION DEPT  
U.S. NAVAL AIR STATION, SIGONELLA

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VACANCY ANNOUNCEMENT: U. S. CITIZEN POSITION

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A M E N D M E N T

**ANNOUNCEMENT #:** NUS-16-010  
**POSITION:** Recreation Aid, NF-0189-01  
**OPENING DATE:** 17 February 2016  
**CLOSING DATE:** OPEN CONTINUOUS

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**AMENDS QUALIFICATION REQUIREMENTS TO READ:**

**Three (3) months of general experience OR high school diploma/GED.  
A high school diploma/GDE is preferred.**

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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

# US NAF Flexible Positions RECREATION AID



## Location: Community Recreation \$8.50 - \$10.00 per hour

Official Position Title: Recreation Aid, NF-0189-01  
Announcement #: NUS-16-010  
Opening Date: 17 Feb 2016  
Closing Date: Open Continuous

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

### Notes:

1. There are several flexible positions.
2. Position may involve long periods of standing, sitting, walking, bending and lifting up to 40 pounds and occasionally heavier items. Position may also require working outside for special events or outdoor outings.
3. Work schedule is flexible and may include days, nights, weekends, holidays and rotating shifts.
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. Selected candidates will be required to satisfactorily complete a background investigation (NACI) as condition of employment.
8. Selected candidates will be required to obtain Emergency First Responder or CPR certification, Customer Service Training and Controlling Alcohol Risks Effectively (C.A.R.E.) training, within the first 90 days of employment.

**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 or command-sponsored dependents of civilian and military personnel.

**Description of Duties:** Performs clerical, custodial and/or general maintenance duties in support of Community Recreation programs. Provides information concerning facilities and operation in person or by answering the telephone. Processes product or service transactions including equipment loan, rentals, resale, and program registration. Assists in maintaining routine reports, receives payments and makes change; may operate a cash register and Point of Sale (POS) system. Provides support for Community Recreation event set up and break down. Performs basic custodial tasks, such as sweeping, mopping, vacuuming, wiping, dusting, etc. Performs other related duties as assigned.

**Qualification Requirements:** Three (3) months of general experience. A high school diploma/GED is preferred.

Qualified candidates will also be rated and ranked by the following Knowledge, Skills and Abilities (KSA's) to determine order of referral:

- Basic reading comprehension
- Ability to communicate orally and in writing
- Basic computer operations and keyboarding skills
- Basic arithmetic calculations
- Basic customer service delivery methods

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.