

US NAF Flexible Positions RECREATION ASSISTANT



Location: Community Recreation \$9.50 - \$13.00 per hour

Official Position Title: Recreation Assistant, NF-0189-02
Announcement #: NUS-16-011
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, leading outdoor outings or group trips.
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. Incumbent is required to have a valid state driver's license (**Attach copy to application**) and must be able to obtain license validation to transport patrons off-base within 90 days of employment.
9. 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: Assists in day-to-day administration of multiple Community Recreation programs. Checks ID cards to ensure authorized use of recreation facilities, resources and equipment. Provides information about activities and program offerings. Opens and closes facilities. Orders and restocks supplies. Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other community recreation programs using Point of Sales (POS) and computer programs. Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR). Assists in processing customer internet registrations. Checks equipment and resources in and out, collects

rental fees, inventories items and completes inspections upon return. Maintains and performs upkeep maintenance and repairs on all equipment and resources. Assists in administering workshops, clinics and events in a variety of leisure and recreation skills subject areas, such as camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking, water sports, etc. Provides recreation experiences related to leisure skill sets in the form of day or weekend trips. Assists with recruitment, training and scheduling of community recreation staff. Assists in the planning, coordinating, publicizing, marketing and executing of programs and special events. Develops working partnerships with both on base and off base organizations. Assists in the creation of professional proposals, execution of agreements and follow-up. Provides support for event set up and break down. Assists in the submission of event after-action reports, patronage data collection and database administration. May perform general housekeeping duties. Performs other related duties as assigned.

Qualification Requirements: Six months of general experience **and** six months of specialized experience **OR** successful completion of 2 years of study above high school that included at least 12 semester hours in courses related to recreation

Specialized Experience: experience at the next lower level that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties described above and that is typically in or related to the work of this position.

To ensure appropriate credit for education, please attach copies of transcripts, certificates or other acceptable evidence to your application.

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

- Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities.
- Knowledge of office procedures.
- Ability to organize, plan, administer special events and entertainment activities.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain records, compile and organize data for reports.
- Ability to drive up to a 14-passenger van.
- Computer operations and keyboarding skills.
- Strong customer service skills.

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.