



# US Open-Continuous Positions

The Non-Appropriated Fund (NAF) Human Resources Office is accepting applications for the following **flexible** positions, to be used for current and/or anticipated vacancies:

Announcement#: NUS-16-VARIOUS  
Opening Date: 17 Feb 2016  
Location: Various MWR Facilities

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

Job Titles	Grades	Starting Hourly Pay Range	Locations
Sales Store Clerk	NF-01	\$8.50 - \$10.00	Theater
Recreation Aid	NF-01	\$8.50 - \$10.00	Fitness
Recreation Aid	NF-01	\$8.50 - \$10.00	Auto Skills Center
Recreation Aid	NF-01	\$8.50 - \$10.00	Bowling

## **Notes:**

1. 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.
2. Work schedule is flexible and may include working days, nights, weekends, holidays and rotating shifts.
3. 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.
4. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
5. A separate application (and supporting documents) is required for each position for which consideration is desired. You will only be notified if selected or not qualified.
6. Selected candidates will be required to satisfactorily complete a background investigation (NACI) as a condition of employment.

**Area of Consideration: U.S. citizens** in the commuting area who are authorized sponsors or command-sponsored dependents of civilian or military personnel.

## **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 last page of this announcement.**

## **QUALIFICATION REQUIREMENTS**

Three (3) months of general experience or high school graduation (or GED/equivalent).

### **Description of Duties**

#### **Recreation Aid (Various Locations)**

##### **- Auto Skills Center**

Responsible for the operation of the Center and proper utilization and maintenance of tools, equipment and materials; determine the need and report to the manager to order materials and supplies; instructs, assists and collects fees from patrons and fills out appropriate records.

##### **- Bowling Section**

Applicants must be at least 19 years old if civilians and 18 years old if active duty.

Selected candidates will be required to pass a pre-employment physical examination as condition of employment. Assigns lanes; takes reservations and payments from customers; sells drinks; answers phone; informs mechanic when problems arise on a lane; handles customer complaints; uses a cash register and fills out daily records at the end of each shift.

##### **- Fitness Section**

Issues equipment and provides information and instructions to patrons on proper utilization of fitness equipment; conducts inventories and hourly patron counts; responsible for minor maintenance of the facility; minor housekeeping and cleaning as needed; collects money and keeps a change fund; may be required to assist with special events or cover shifts at either fitness center.

#### **Sales Store Clerk (Theater)**

Selected candidates will be required to pass a pre-employment physical examination as condition of employment.

Sells items over the counter; operates a cash register and fills out reports to account for sales; opens and closes ticket box office according to movie schedule; changes movie schedule and posters; re-stocks concession items on shelves or refrigerator and ensures proper display of merchandise; assists with taking inventory; performs housekeeping duties; operates, maintains and cleans equipment.

The Department of the Navy is an equal employment opportunity employment. 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.