



Non-appropriated Fund

US Open-Continuous Positions

The MWR NAF Personnel Office is accepting applications for the following **flexible** positions, to be used for current and/or anticipated vacancies:

Announcement#: NUS-12-VARIOUS
Opening Date: 05 Jan 2012
Location: Various MWR Facilities

Department of the Navy
Morale, Welfare and Recreation Department
U.S. Naval Air Station Sigonella
FPO, AE 09627 BLDG. 202
Phone: 095-56-0509 DSN 624-0509

White Collar Positions

Job Titles	Grades	Starting Hourly Pay Range	Locations
Clerk	NF-01	\$8.50 - \$10.00	ITT
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	Outdoor Recreation
Recreation Aid	NF-01	\$8.50 - \$10.00	Bowling

Blue Collar Positions

Job Titles	Grades	Hourly Rate	Locations
Motion Picture Projectionist Helper	NA-03	\$9.48	Theater
Motion Picture Projectionist	NA-07	\$12.35	Theater
Bowling Equipment Worker	NA-05	\$10.94	Bowling Center

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 MWR Personnel Office.
2. Candidates must be in possession of Official/No-Fee Passport, Official Orders/Command-sponsorship authorization and sojourner's permit/application letter.
3. 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.
4. If selected, military personnel must provide this office with written authorization from their command to work during off-duty hours.
5. 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) Application Form (OF 612 or résumé) containing information listed on the last page of this announcement; (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).

QUALIFICATION REQUIREMENTS FOR WHITE COLLAR POSITIONS

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

Description of Duties

Clerk (ITT)

Applicants must possess a valid U.S. State/Territory driver's license, (attach copy to application) and must be able to obtain a Government driver's license.

Performs receptionist duties and provides travel information and directions; collects money for reservations and for deposits and fills out appropriate reports; maintains correspondence files; makes hotel reservations; keeps the bulletin board and marquee up to date; may act as tour escort and may occasionally drive a 14-passenger van during ITT trips.

Recreation Aid

- Adventures Unlimited

Applicants must possess a valid U.S. State/Territory driver's license, (attach copy to application) and must be able to obtain a Government driver's license.

Issues recreation equipment to patrons and keeps a daily record of all equipment that is checked out; operates a cash register when necessary and may occasionally be required to drive a 14-passenger minivan on weekdays and/or on weekends.

- Auto Skills Center

Responsible for the operation of the Shop and proper utilization and maintenance of tools, equipment and materials; instructs, assists and collects fees from patrons and fills out appropriate records.

- Bowling Section

Applicants must be at least 19 years old if civilians.

Assigns lanes and takes reservations; sells drinks and snacks; takes payment; 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.

Sales Store Clerk (Theater)

Sells items over the counter; operates a cash register and fills out reports to account for sales; assists with taking inventory; performs housekeeping duties; operates, maintains and cleans equipment.

Qualification Requirements for Blue Collar Positions

When filling out your application for Blue Collar positions, you must describe your prior work experience related to the line of work you are applying for.

Bowling Equipment Worker, NA-05:

1. Mechanical and electrical aptitude.
2. Ability to use hand tools.

Selected candidates must pass a physical examination as a condition of employment.

Motion Picture Projectionist Helper, NA-03:

1. General knowledge of the operation of electronic equipment.
2. Ability to use hand tools.

Motion Picture Projectionist, NA-07:

1. Ability to operate professional 35mm projectors and associated electronic equipment.
2. Knowledge of equipment assembly, installation, repair, etc.
3. Ability to use hand tools.

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