



# Recreation Assistant

## Announcement # JB-12-026

Salary: \$12.17-15.00 per hour Series/Grade: NF-0189-02  
Naval District Washington - Fleet and Family Readiness Program  
Department of the Navy Non-Appropriated Funds

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**LOCATION: Potomac Lanes, JB Anacostia-Bolling**

OPENED: 02 February 2012  
CLOSES: OPEN CONTINUOUS

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**AREA OF CONSIDERATION: ALL SOURCES**

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**FLEXIBLE (0-40 HOURS PER WEEK) NO BENEFITS OFFERED**

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Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs/> )To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 **OR email to [naf.jbab.fct@navy.mil](mailto:naf.jbab.fct@navy.mil)** A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

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### **DUTIES AND RESPONSIBILITIES**

Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Typical assignments may include: establishing schedules of events; applying rules and regulations in supervising assigned youth participants in indoor and outdoor activities. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties assigned.

### **SKILLS AND KNOWLEDGE REQUIRED**

One to two years experience in a related recreational activity. (Qualifications applicable to the specialization may be established locally). Knowledge of Qubica software and Pro Shop experience are desired. Must be able to obtain access to base computer system, if applicable.

Visit our web site:

**<http://cnic.navy.mil/NDW/About/Jobs/>**

**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of 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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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