



# RECREATION SPECIALIST (OUTDOOR ACTIVITIES)

Announcement # M-20112A

Salary: \$13.00 - \$16.50 per hour Series/Grade: NF 0188 03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

---

**LOCATION: NAVY RECREATION CENTER SOLOMONS**

**OPENS: 18 Sept 2012**  
**1<sup>st</sup> cutoff: 25 Sept 2012**  
**CLOSES: when filled**

---

**AREA OF CONSIDERATION: ALL SOURCES** - *if you have applied under vacancy # M-20112, you need not re-apply to this announcement as your application will remain under consideration*

---

**Regular Part Time (20 – 34 hours per week) with partial benefits**

---

**HOW TO APPLY:** Download required application forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to [naf.npaxr-soli.fcm@navy.mil](mailto:naf.npaxr-soli.fcm@navy.mil). When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

---

**DUTIES AND RESPONSIBILITIES:**

Incumbent plans, develops, manages, and maintains a military outdoor recreation program or a portion(s) thereof for a large community of active duty military, their dependents, retirees and authorized civilians. The position includes one or more of the following duties: Plans, coordinates and schedules recurring and non-recurring activities, special events and joint community undertakings to maximize use of facilities and resources. Identifies, coordinates, procures and schedules maintenance and repair projects. Conducts frequent inspections to ensure a safe, clean, and orderly environment. Provides guidance and leadership to the various outdoor recreation activities and participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities as developments require. Instructs individual participants and groups of participants in those outdoor activities for which the employee has technical expertise. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

A minimum of three years experience that evidences a working knowledge of the assigned programs. A degree from an accredited college in recreation or a related field may be substituted for two years of experience. Position is subject to a successful completion of a National Background Investigation.

---

**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. All selections are contingent upon the obtaining of satisfactory employment reference checks.

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

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.

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.

**IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.**