

Navy Morale, Welfare and Recreation Fund

Position Vacancy Announcement (Please Post on Bulletin Board)

Position: Recreation Specialist (Marina)
Announcement Number: NAFI-014-12
Grade : NF-0188-03
Pay: \$12.00-\$15.00 Per Hour (35-40 hour work week)
Location: CFAO, MWR Department, Recreation Programs
Branch, White Beach
Number of Positions: One
Open Date: 05 June 2012
Close Date: Until Filled
First Cut Off: 19 June 2012
Area of Consideration: Okinawa Wide
Point of Contact: Personnel Office, 634-6960

NOTES:

1. This position is a Full Time position (35-40 hour work week). Subject to placement of military spouse preference.
2. Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire **may not** be granted to an applicant who does not currently receive these allowances and benefits.
3. Post Allowance will be granted.
4. Satisfactory completion of background checks prior to employment required.
5. Must possess a valid state driver's license.
6. Open to US citizens only.
6. Management reserves the right to cancel vacancy announcements at any time during the recruitment process.

Summary of Duties:

The purpose of this position is to serve as the Recreation Specialist for the MWR Marina program, which includes boating, maintenance and operations of the White Beach Marina which is available to a large community of approximately 64,000 active duty members, retired military, their dependants, and authorized civilians.

Plans, directs and coordinates all aspects of the Marina Program which includes general operation, financial planning, and activity development

and coordinates special events or activities to ensure the effective use of the Marina facilities and resources. Evaluates the effectiveness of the overall programs and makes recommendations or initiates action in solving problems.

Qualification Standard: Ability to perform the duties of the position without more than normal supervision based upon demonstrated possession of the following knowledge, skills, and abilities (KSA's):

- a. Must have Knowledge in coordinating a Marina Program with command and local community patrons and the ability to develop, through studies and surveys, activities that meet the desire and needs of participants for both fitness and recreational needs.
- b. Must have Knowledge in a variety of technical areas such as facility and equipment maintenance, safety, fire, and sanitary regulations and the ability to effectively apply this knowledge in the management of Marina activities and resources.
- c. Must possess managerial and administrative skills necessary to accomplish the mission of the Marina Program. Functions include supervising employees, budgeting and fiscal processes, monitoring of equipment needs, etc.
- d. Must be a certified American Sailing Association of US Navy Sailing Instructor or able to obtain this certification/ must be able to obtain a US Coast Guard License and/or Japanese Class III Operators Permit. Must have or be able to obtain a Class A Boat Operator's License.
- e. Must be able to communicate effectively both orally and through writing in the English language.

NOTE: A separate narrative statement addressing the ranking listed above is required as an attachment to your application. If the KSA's are not concisely addressed on a separate sheet of paper the application may be considered incomplete.

Absent Employees: Supervisors may file applications for their employees who are or will be absent (e.g., for serious illness, reemployment leave or TAD) during the time this announcement is open, if they feel that such employees are interested in or qualified for the position.

Equal Employment Opportunity: DON is an EEO 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 other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.

Where and How to Apply: Application and forms must be **received** in the **NAF Human Resources Office (MWR), PSC 480, Box MWR, FPO AP 96370** by **close of business (4.00 pm.)** of the closing/cut-off date of the announcement. Applications may be submitted by mail, or at **NAF HRO Bldg 3597, between the hours of 7:00 am. - 4:00 p.m., email: Elana.Read@fe.navy.mil or fax (DSN: 634-6918; commercial; 011-81-98-937-9049) Monday through Friday. **Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** They should include with their application:**

- 1) Most recent copy of their current performance rating if current federal employee.
- 2) Current SF-50 or current NAFI/AFFES personnel action.
- 3) All applicants must attach a copy of sponsor's orders to verify eligibility for preference. If current tour has extended, a copy of tour extension must be attached. (If applicable)
- 4) Current passport with SOFA stamp or Visa. (If applicable)
- 5) Prior military members will include a copy of their DD-214.
- 6) All applications must have an original signature with date.

FORMS/INFORMATION REQUIRED:

1. MWR Application Form
2. **Resume and alternative forms of applications MUST contain the following:**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours per week**, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

General Information: In completing the CFAO MWR Form 12300, REMEMBER THAT YOU WILL ONLY BE GIVEN CREDIT FOR THE EXPERIENCE AND TRAINING YOU SHOW IN THE APPLICATION. Therefore, you must do a thorough job in preparing the application. CLEARLY, CONCISELY, AND ACCURATELY describes the duties you have performed. Do not attach original or valuable documents.

AS A CONDITION OF EMPLOYMENT, SELECTEE WILL BE REQUIRED TO PARTICIPATE IN ELECTRONIC FUND TRANSFER (DIRECT DEPOSIT) FOR SALARY PAYMENT AND SATISFACTORY COMPLETION OF AN ACCESS NATIONAL AGENCY CHECK AND INQUIRIES (ANACI) PRIOR TO EMPLOYMENT.