



**Non-Appropriated Fund Vacancy**  
**ANNOUNCEMENT NUMBER NAF-2012-46**

**Opening Date:** 23 August 2012

**Closing Date:** Open Until Filled  
1<sup>st</sup> Cut-Off: 20 September 2012

**Position:** Fitness Coordinator, NF-0188-03

**Salary:** \$36K - \$40K annually, depending on qualifications/experience

**Relocation Expenses:** Not Authorized

**Employment Category:** Regular Full Time (35-40 hours per week) with full benefits. Will require working evening, weekend and Holiday hours.

**Location:** Fitness Complex, Naval Submarine Base, Kings Bay, GA 31547

**Area of consideration:** Open to the public and Military Spouse Preference Eligibles.

**Duties:** Coordinates instruction of individuals and groups in the proper implementation and maintenance of conditioning and training programs. Works with various command representatives in developing and implementing physical fitness programs for military personnel. Coordinates instruction of patrons in proper use of all equipment for training and self monitored progress. May train/lead other employees in various recreation/physical fitness related positions. Monitors registration of class participants, collection of fees, maintains attendance and appropriate accounting records. Ensures all safety measures are observed. Prepares and manages basic administrative matters to include but not limited to briefings, special reports, after action reports, budget requirements/justifications for both APF and NAF budgets as they relate to the fitness programs. Conducts inventories and maintains control of equipment and property. Develops, implements and monitors Fitness Personal Services Contracts. Develops work schedules and supervises the Fitness Staff. Establishes and maintains a working relationship with military commands. Provides major input regarding Fitness Staff annual evaluation process. Enforces all rules and regulations of the activity, MWR, SUBASE Kings Bay and higher authority elements. Performs other related duties as required.

**Minimum Qualifications:**

- Minimum of three years experience demonstrating a working knowledge of fitness programs. A degree from an accredited college/university in a related field may be substituted for two (2) years of experience.
- Must have Certification in CPR and First Aid and the ability to handle emergency situations.
- Must have the ability to supervise and motivate personnel.
- Knowledge of required safety rules and regulations as related to aerobics/fitness.
- Must possess the proper skills for instruction and use of exercise equipment.
- Must possess good customer service skills.

**Physical Demands and Work Environment:** Must be physically fit and be able to demonstrate exercises, equipment and aerobic activities. Must be able to lift up to 40 lbs.

**Basis of Review:** Applicants will be evaluated based on experience and qualifications described above and presented in written format.