



# Recreation Specialist ITT

## Announcement # ONI-12-001A

Salary: \$16.00 - \$20.00 per hour Series/Grade: NF-0188-03  
Naval District Washington - Fleet and Family Readiness Program  
Department of the Navy Non-Appropriated Funds

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**LOCATION: Office of Naval Intelligence**

OPENED: 28 August 2012  
1<sup>st</sup> Cut Off: 11 September 2012  
CLOSES: Until Filled

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**AREA OF CONSIDERATION: ALL SOURCES**

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**1 Regular Full Time (35-40 hrs per week) Benefits offered**

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Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnicy.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 instead of the OF-612 and OF-306

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### **DUTIES AND RESPONSIBILITIES:**

Administers a comprehensive and versatile information, ticket and tours program for military personnel, their dependents, retired military personnel and Department of Defense civilians. Sells tickets to concerts, attractions and other events. Establishes and maintains close working relationships with independent travel operators, restaurants, hotels/motels, the parks and attractions in local commuting area. Responsible for marketing campaigns for all ITT tours, prices and special events submitted to the Marketing Department. Responsible for joint events with other MWR Programs, such as overnight trips with the Liberty Program or Youth Activities trips. Organizes locations, dates and times with local bases and incorporates into the Nationwide ITT Travel Show schedule. Market tours through all ITT/ITR Offices. Negotiates local contracts on the Nationwide Military Travel Voucher (MTV) Program in conjunction with the U.S. Army and Marine Corps. Prepares, monitors and evaluates ITT NAF and APF budget to include UFM monies for annual budget and monthly and monthly status reports of variances and inventory differences to the proper chain of command. Collects money from all sales and rings through cash register or Point of Sale (POS) system. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

A minimum of three years experience that demonstrates a working knowledge of the ITT program. A Bachelors degree from an accredited college/university in related field may be submitted for two years of experience. Skill in planning and carrying out a military recreation center program which meets the needs of the participating community. Knowledge enabling employee to competently and independently carry out continuing ITT projects or programs through proper application of principles, concepts and techniques of recreation to the specific needs of the military community

### **SPECIAL REQUIREMENTS:**

Must be able to obtain access to base computer system, if applicable. Position subject to a successful background investigation.

Visit our web site:

<https://www.cnicy.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.

**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>.**

**Visit our web site:**  
**<https://www.cnic.navy.mil/NDW/About/Jobs/>**