



ANNOUNCEMENT NUMBER: 12-155
OPENING DATE: 09/07/2012
FIRST CUT OFF DATE: 09/21/2012
CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE, SERIES AND GRADE: RECREATION AID, LIBERTY, NF-0189-01

SALARY: NF-01 \$ 8.00 - \$11.50 PER HOUR

WORK SCHEDULE: FLEXIBLE PART TIME (0-20 HOURS PER WEEK) - EMPLOYEE WILL BE REQUIRED TO WORK A VARIED, ROTATING SCHEDULE TO INCLUDE EVENINGS, WEEKENDS AND HOLIDAYS.

LOCATION: US NAVSUPACT, MORALE, WELFARE & RECREATION DEPT, RECREATIONAL SERVICES DIVISION, LIBERTY DIVISION, NAPLES, ITALY

DUTIES: Employee helps customers in the recreation center with recreational events and answering any questions they might have concerning the facility by correspondence/email, telephone and fax equipment. Carries out recreational activities for the recreation center under minimum supervision from Liberty Director and Lead Recreation Aid. Signs up individuals for Liberty events and Recreation Center events after 6 pm. Also sells resale items to patrons during Recreation Center hours of operation. Maintains equipment in the recreational facility and maintains files and material about the recreation center and local sights of interest. Types letters, publicity announcements or other material determined by the supervisor. On occasion, in the absence of designated escort, may be required to operate a motor vehicle to transport passengers to local same day events or to pick up supplies for the recreation center.

QUALIFICATION REQUIREMENTS:

Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

KNOWLEDGE, SKILLS, AND ABILITIES TO SUCCESSFULLY PERFORM THE DUTIES OF THE POSITION:

- (1) Knowledge of goals, philosophy, principles, techniques and methods used in conducting indoor/
Outdoor recreation activities for single sailors.
- (2) Knowledge of cash handling and mathematical computations.
- (3) Ability to use Word Processor, and calculator.
- (4) Knowledge of the Italian language is preferred.
- (5) Ability to obtain/maintain government driver's license.

NOTE: (1) PERSONS WHO ARE U.S. CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A U.S. POSITION.