



Commander Navy Region
Europe, Africa, and Southwest Asia
NAF Human Resources
PSC 817 BOX 108
FPO, AE 09622-0108

VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 17-020R
POSITION TITLE RECREATION AID, NF-0189-01
SALARY \$8.00 - \$11.50 per hour
(Depending on experiences)
EMPLOYMENT CATEGORY Flexible Part-Time (0-20 hours per week) EE will be required to work a varied, rotating schedule to include evenings, weekends and holidays
LOCATION CNREURAFSWA; Fleet and Family Readiness; Fleet & Family Readiness Program; Morale, Welfare & Recreation dept., Outdoor Rec, Support site/Carney Park, Naples, Italy.
AREA OF CONSIDERATION Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.
OPENING DATE 01 October 2016
CLOSING DATE O.U.F.

Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

INTRODUCTION:

The purpose of this position is to provide and maintain recreation/athletic equipment issue, rental and sales for the outdoor recreation program and to assist in scheduling events for authorized personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent issues, rents and sells various types of equipment and ensures that all custody records are properly filled out and all fees collected. Inspects items for damages and accepts equipment upon return. Returns equipment to proper storage area. Ensures that sufficient items are on hand to meet expected demand and requisitions items when stock runs low. Maintains daily and monthly inventory of all recreational and athletic equipment on hand. The incumbent performs duties as cashier in all types of transactions and is responsible for a change fund, also safeguards all cash receipts and prepares daily activity records. Assists in preparing for special events, outdoor recreation programs, tournaments and command functions.

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.

OR

Successful completion of 1 year above high school with course(s) related to the occupation.

*Note: To receive credit for education, you **MUST** attach copies of official transcripts (not website downloads or print-outs) to your resume/application package.*

KNOWLEDGE REQUIRED BY THE POSITION:

Must have the ability to provide prompt and friendly customer service.

Must have knowledge of cash handling procedures and ability to operate a cash register.

Must be knowledgeable in the use of recreation/athletic equipment and recreation/ athletic safety regulations.

HOW TO APPLY: Send resume and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. All qualifications must be met and clearly documented in the resume. Completed resumes and applicable required documentation must be received by 11:59pm Local Time on the closing date. Please direct inquiries via email to: NAFPersonnel@eu.navy.mil.

REQUIRED DOCUMENTS:

- Resume
- Copy of U.S. Government no-fee passport showing picture, passport number, expiration date, and visa stamp page
- Copy of Sojourner's Permit (or receipt of application)
- Signed [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- [Military Spouse Preference \(MSP\) Program](#), if applicable.
- Proof of education and certifications/certificates, if applicable. To receive credit for education, you MUST attach copies of official transcripts.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report
- If Veteran: DD-214, Certificate of Release or Discharge from Active Duty

The Department of Navy (DON) 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, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to NAFPersonnel@eu.navy.mil to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.

OTHER INFORMATION: Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants may be required to submit proof of education, participate in medical screening, drug testing, etc. All selections are contingent upon satisfactory employment reference checks. Employment is subject to successful National Agency Background Check. Must have or be eligible for secret clearance.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment. Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

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