



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. 17-030
POSITION TITLE Recreation Aid, NF-0189-01
SALARY \$11.11 per hour
NUMBER OF POSITIONS Multiple
EMPLOYMENT CATEGORY Flexible Part-Time (0-20 hours per week)
LOCATION Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare & Recreation (MWR); Liberty Department; NSA 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 07 October 2016
CLOSING DATE Open Until Filled

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 serve as a Recreation aid for the Liberty Recreation Center/Entertainment program assisting with various functions and duties as they relate each program.

MAJOR DUTIES AND RESPONSIBILITIES

Assists the Liberty Manager escorting entertainment individuals/groups for base to base and out in town on a strict schedule.

Sponsor entertainment groups to include but not limited to: transportation with government vehicle, help network with key players at NNSA Naples by direction of the Entertainment manager, and entertaining groups in the groups off hours. May be required to move/set up equipment for entertainment shows. May sell resale items to patrons during center hours.

QUALIFICATION REQUIREMENTS

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.

To receive credit for education above high school or training, you MUST ATTACH copies of transcripts, certificates, or other acceptable evidence with your resume/application.

KNOWLEDGE REQUIRED BY THE POSITION

Ability to provide prompt, courteous and professional customer service.

Ability to drive manual transmission vehicle.

Ability to follow verbal and written instruction.

Ability to maintain records and reports.

Ability to deal effectively with others.

Capability to follow verbal and written instructions.

Ability to lift 50 lbs. or less.

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 (transcripts/copy of degree), if applicable.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report

OTHER INFORMATION: Employee will be required to work a varied, rotating schedule to include evenings, weekends and holidays. 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. 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.

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.