



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. 17-096
POSITION TITLE RECREATION AID
NF-0189-01
SALARY \$8.00 - \$11.50 PH
Depending on experiences
EMPLOYMENT CATEGORY Flexible Part-Time
LOCATION Commander, Navy Region Europe; Fleet and Family
Readiness Program; MWR, Golf course,
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 18 November 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 provide outstanding customer service to the golfing community and assistance to the Golf Course Professional/Manager in the day to day golf operational duties.

DUTIES AND RESPONSIBILITIES

Collects green fees (monthly and daily), locker fees and fees for electric cart rentals. Employee will act as starter when needed on weekdays and assist when needed as cashier. Employee will put electric carts on battery charge after use ensuring that they are available to the patrons in working condition. The incumbent is responsible for turning in daily receipts at end of each closing day. Employee will assist the Golf Course Manager in holding tournaments and assist in the computation of handicaps and intramural league play.

QUALIFICATIONS & 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.

To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.

Ability to provide prompt and friendly customer service.

Knowledge of cash handling procedures, and ability to operate a cash register.

Experience with or knowledge of the game of golf is preferred.

Must satisfactorily complete a National Agency Background check.

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.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report

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.