



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.** 17-112

**POSITION TITLE** RECREATION AID, NF-0189-01

**SALARY** \$10.00 - \$11.00 per hour  
Depending on experiences

**EMPLOYMENT CATEGORY** 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** Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare & Recreation (MWR) Naval Support Activity Naples, Fitness Division

**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** 16 December 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.*

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### **INTRODUCTION:**

The incumbent plays an integral part in providing customer service and insuring patrons are offered a clean facility and pleasant conditions for their fitness/athletic workout or programs. The employee is responsible for customer satisfaction, quality of patron experience and the efficiency, cleanliness, and appeal of the facility during the specific work shift.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The employee regularly cleans and disinfects the equipment and reports any machines or equipment requiring repairs or maintenance and reports any facility conditions that require special attention in terms of cleanliness or order.

The employee operates a cash register, collects fees, is responsible for a change fund and is accountable for all funds received, completes forms and reports as required.

The employee issues lockers and towels to authorized patrons and maintains a log on the status for both men's and women's locker rooms. Issues equipment for check-out and is responsible for maintaining daily equipment inventory during the work shift. Takes reservations for use of athletic courts.

Checks the established safety system of indoor and outdoor recreation facilities and areas, and maintains recreation areas, tools and equipment. Reports safety concerns or broken equipment to shift leader or supervisor.

**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.

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

**KNOWLEDGE REQUIRED BY THE POSITION:**

MUST possess or be certified within one month of employment in cardiopulmonary resuscitation (CPR) techniques and first aid administration and AED and be able to maintain certification .

Ability to lift up to 45 pounds.

Ability to provide prompt, courteous and professional customer service.

Knowledge of simple, routine or repetitive tasks or operations that typically include following step-by-step instructions.

Ability to follow verbal and written instructions.

Ability to use computer/software to issue badges.

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](mailto: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](mailto: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](mailto:NAFPersonnel@eu.navy.mil) to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.