



Navy Region Europe, Africa, Central  
NAF Human Resources  
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## VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

**ANNOUNCEMENT NO.** EUR21-012  
**POSITION TITLE** RECREATION AID  
NF-0189-01  
**SALARY** \$9.00 - \$11.00 PH  
Depending on experience  
**EMPLOYMENT CATEGORY** Flexible (0-40 hours per week) Required to work a varied, rotating schedule to include evenings, weekends and holidays.  
**LOCATION** Commander, Navy Region Europe; Fleet and Family Readiness Program; MWR, 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; 4) Family members of DoD civilians or 5) Active Duty Military Members.  
**OPENING DATE** 01 OCTOBER 2020  
**CLOSING DATE** 20 OCTOBER 2020

*“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

This position is for a flexible Recreation Aid for the MWR Community Recreation Department of NSA Naples - Navy Region, Europe, Africa & Central. Position will be located at either Support Site or Carney Park depending where needed.

### DUTIES AND RESPONSIBILITIES

Incumbent is involved with a variety of duties in support of the Community Recreation program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies.

Performs assigned duties and provides necessary services to authorized patrons, including general information and support of Community Recreation programs. Provides information concerning facilities and operation. Ensures adherence to regulations, and safety and security procedures.

May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loan, rentals, resale, and program registration; receive payments and make change.

Provides customer service by greeting patrons in person and by answering the telephone; takes messages and handles customer requests or referrals to the appropriate staff member. All of the abovementioned tasks relate to Community Recreation program delivery, e.g. inventory control, equipment inspection, restocking, point of sale system operation, and cash handling.

Adheres to NAVMED P-5010 sanitation requirements. Provides support for Community Recreation event set up and break down.

Performs other related duties as assigned.

### **QUALIFICATIONS & REQUIREMENTS**

Incumbent must hold a high school diploma or GED. Must be able to learn MWR policies, rules and regulations, involving the Community Recreation program. Must have ability to communicate orally and in writing. Successful completion of a National Agency check is required upon employment.

Obtain Emergency First Responder or CPR certification, Food Handlers and C.A.R.E training, where applicable within the first 90 days of employment.

Work may require sitting, walking, long periods of standing, bending and lifting of moderate heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require lifting items such as papers, books, rental equipment, and athletic equipment.

Incumbent may work in multiple Community Recreation facilities. Work is primarily performed indoors; however, may require some outdoor work from time to time. Expect everyday risks and discomforts associated with the work environment and/or the specific activities to which assigned. Work schedule is flexible and will vary as required by the needs of the program to include night, weekend, and holiday shifts as well as split days off.

**HOW TO APPLY:** Interested applicants may apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov). Emailed resume packages will NOT be accepted for this position. For the full announcement and to apply, visit <http://www.usajobs.gov/GetJob/ViewDetails/580909800?t=1601975551450>

Only resumes submitted according to the instructions on the job announcement listed at [www.usajobs.gov](http://www.usajobs.gov) will be considered.

*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.*