

\*\*\*\*\* JOB OPPORTUNITY\*\*\*\*\*  
NON-APPPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. : **15-180**

POSITION TITLE: RECREATION ASSISTANT, NF-0189-02

SALARY: \$10.50 - \$12.50 Per Hour **Plus Post Allowance**

LOCATION: Morale Welfare and Recreation Department, Golf Course,  
Naples, Italy

WORK SCHEDULE: REGULAR FULL TIME

**AREA OF CONSIDERATION:** Current permanent U.S. Citizen NAF/APPR employees; U.S. citizen spouses of active duty military members; U.S. citizen family members of active duty military members and DoD civilians dependents.

*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. Contractors and their family members are also ineligible as they do not have civilian component status.*

OPENING DATE: 29 May 2015

CLOSING DATE: 12 June 2015

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INTRODUCTION: This position is located at the Carney Park Golf Course, Recreation Services Division, MWR Department, U.S. Naval Base, Naples, Italy. The primary purpose of this position is to assist in the operation of the Golf Course Pro Shop.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Assists with the operation of the Golf Course Pro Shop facility in accordance with MWR regulations and instructions. Provides accurate and current information to patrons about programs and tournaments. Implements principles and behaviors of effective customer service. Conducts daily equipment inventories. Files incident reports in a timely manner to supervisor. Notify Manager of any and all inventory items needing replenishment. Ensure each retail item has inventory tag Inventory number and retail price. Responsible for counting all retail items in golf pro shop every month. Assists in gathering and processing all data to generate accurate end of month reports including gift certificates that have expired, issued and redeemed, patron counts, Government vehicle mileage and fuel usage, monthly sales and golf rounds reports for submission to NRBO meeting all deadlines. Responsible for submitting the PGA Golf Instructor contractor's invoices, time cards and sign in sheets and other supporting documents for payments for the golf instruction contracts.

**QUALIFICATION REQUIREMENTS:**

Applicants must meet the following requirements: Six months of general experience and six months of specialized experience. General experience is any type of work that demonstrates the applicant's ability to perform the work of the position. Specialized experience is that which has equipped the applicant with particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position

OR

**EDUCATION:** Successful completion of 2 years of college/university study that included at least 12 semester hours in courses related to recreation. (Copy of transcripts is required)

### **KNOWLEDGES, SKILLS AND ABILITIES**

Knowledge of the methods involved in various types of recreation activities that will enable employee to carry out a variety of assignments.

Practical knowledge of a recreation environment or related field.

Ability to maintain records and reports.

Ability to deal effectively with others.

Capability to follow verbal and written instructions.

**HOW TO APPLY:** Applicants must submit employment resume with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation, [Overseas Residency Questionnaire](#), [OF 306 Declaration for Federal Employment](#), [Preference Entitlement Survey](#). A signed copy of the [Military Spousal Preference Form](#) if applicable. A copy of your sponsor's PCS orders plus certification of an official U.S. government no fee passport or type of passport you possess, for receipt by the cutoff date. The applications may be faxed to 011-39-081-568-8014 or emailed to [CNREURAFSWA\\_NRBO\\_N9\\_Personnel@eu.navy.mil](mailto:CNREURAFSWA_NRBO_N9_Personnel@eu.navy.mil) . For any questions you have you may reach us at 081-568-4164/2505/5612. Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested in the job vacancy announcement, you may lose consideration for the position.

Persons who are U.S. Citizens and also citizens of Italy are not employable in a U.S. Position.

**To receive credit for education YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

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 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, or any other non-merit factor.

The department of the Navy 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 them to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.