

*****JOB OPPORTUNITY*****
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 16-285

OPENING DATE: 26 Aug. 2016

CLOSING DATE: 09 Sept 2016

**POSITION TITLE, SERIES AND GRADE: RECREATION ASSISTANT, NF-0189-01/02
(Developmental Position)**

SALARY: NF-01 \$ 8.25 -\$12.50 PER HOUR

WORK SCHEDULE: 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: U.S. NAVAL SUPPORT ACTIVITY, MORALE, WELFARE, AND
RECREATION, FLEET AND FAMILY READINESS CENTER, GAETA, ITALY**

**AREA OF CONSIDERATION: Local U.S. Citizens that are 1) Current permanent
NAF/APPR 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.**

**DUTIES: Conveys information pertaining to the overall Fleet and Family Readiness Program to
all authorized patrons. Serves as a primary front line customer service representative of the
overall program and as such, must continually present information in a highly professional and
customer friendly style. Provides and updates patrons with information and referral. Maintains
the referral resource "bank" to include general information, personal and family enrichment,
support services, answers questions pertaining to the Fleet and Family Readiness Programs, and
other information as needed (i.e. hours of operation, telephone numbers, maps, area hotels, local
festival dates, sports and fitness schedules, cultural events etc.) Answers the telephone, takes
messages, and refers callers or visitors to appropriate person. Assists patrons with the physical
resources offered within the Fleet and Family Readiness Center.
Registers and collects fees from patrons for organized ITT tours, Community Events, Single
Sailor/Liberty, instructional classes, and other related MWR programs. Responsible for
maintaining a variety of cash controls, including pre-numbered receipts, Mess Requisitions, gift
certificates and other similar forms and vouchers.
Performs cashier duties and is designated to maintain an authorized change fund. Incumbent
closes out daily income after each shift by completing Daily Activity Report (DAR) and records
all necessary transactions. Turns in daily income and drops in the main safe. Incumbent follows
the guidelines of cash handling procedures provided.**

QUALIFICATION REQUIREMENTS:

NF-01- 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
**EDUCATION: Successful completion of 1 year above high school with course(s) related to the
occupation .**

NF-02 – Applicant must have a minimum of 1 year of specialized experience. OR
EDUCATION: Successful completion of 2 years of study in an accredited college or university which included at least 12 semester hours of courses about, or related to recreation.

KNOWLEDGES, SKILLS AND ABILITIES

1. Ability to produce work in a highly energetic and comprehensive program atmosphere.
2. Skills in operating cash register, computer, microcomputer, fax machine, projectors and related equipment.
3. Must be competent in Microsoft Word and other computer program knowledge.
4. Must maintain a current driver's license American & Italian translation, to operate a 9-passenger van.
5. Employee must be able to pass a physical examination

NOTE: PERSONS WHO ARE US CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A U.S. POSITION.

HOW TO APPLY: Send resume and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil or by fax to 011-39-081-568-8014. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Completed resume package must be received by 11:59pm Local Time on the closing date. Please direct inquiries to: NAFPersonnel@eu.navy.mil

REQUIRED DOCUMENTS:

All applicants must provide the following documents. Failure to provide the vacancy announcement number and all the documentation required in the vacancy announcement may result in non-consideration.

- Resume
- Proof of education(copy of transcripts, certificates, degree) If applicable
- Signed [Declaration of Federal Employment, OF-306](#)
- [Overseas Residency Questionnaire](#)
- Copy of **U.S. Government no-fee passport** showing your picture, passport number, expiration date, and visa stamp page
- Copy of **Sojourner's Permit** or a copy of your receipt of application if you have just applied for it
- [Preference Entitlement Survey](#), and [Military Spouse Preference \(MSP\) Program](#) acknowledgment (if applicable), with a complete and legible copy of sponsors PCS orders
- **If Former/Current NAF/APF Employee:** Most recent SF-50 or Personnel Action Report
- **If Veteran:** DD-214, Certificate of Release or Discharge from Active Duty

OTHER INFORMATION: 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.

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.