



Non-Appropriated Fund  
**TEEN EMPLOYMENT PROGRAM  
JOB ANNOUNCEMENT**

**Announcement #:** NUS-16-022  
**Official Job Title:** Recreation Aid, NF-0189-01  
**Opening Date:** 14 November 2016  
**Closing Date:** Open Until Filled  
**Hourly Salary:** \$7.25  
**Average hours per week:** maximum 25-30  
**Duration:** Approximately from Jan 6, 2017 to March 16, 2017  
**1<sup>st</sup> Cut-Off Date:** 28 November 2016 (Subsequent cut-off dates: every 5 working days)

Department of the Navy  
Morale, Welfare and Recreation Department  
Sigonella NAS 1 BLDG. 157  
Phone: COM 095-56-0522 DSN 624-0522

**Notice to applicants and parents:**

These positions are targeted to students who are interested in being considered for temporary employment within Fleet and Family Readiness.

**BEFORE SUBMITTING YOUR JOB APPLICATION, YOU MUST ATTEND THE ORIENTATION CLASS OFFERED ON 17 NOVEMBER 2016 FROM 1330 TO 1530 AT THE CDC (BLDG. 314) ON NAS I.**

Application forms will be distributed during the class or can be picked up at the NAF Human Resources Office, NAS I – BLDG. 157.

**Application forms and attached documents must be dropped only at the NAF Human Resources Office.**

The activities that select applicants for the Teen Employment Program are:

CDC  
YOUTH COMPLEX (MARINAI HOUSING)  
SCHOOL AGE CARE (SAC) PROGRAM  
YOUTH SPORTS

**Area of Consideration:**

**U.S. citizens** in the commuting area who are command-sponsored dependents of civilian or military personnel.

### **Notes:**

1. Please specify on your résumé the **activity** where you would like to be considered for employment.
2. Candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Official Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter (**ATTACH COPIES TO APPLICATION**)
3. **Age Requirement:** Applicants must be at least 14 years of age and no older than 18 years unless still enrolled in high school.
4. Positions are subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine and must pass a pre-employment physical examination.
5. Must be physically able to stand, bend, and walk in the performance of work. Light lifting of up to 25 pounds may be required.
6. All employees must have a US bank account since they can only be paid by **direct deposit**.
7. Applicants must satisfactorily complete all background checks in accordance with PL 101-647 to include **Installation Record Check**.
8. Applicants whose family members hold a position within Fleet and Family Readiness will not be allowed to work in the same facility.

### **How to Apply**

Applicants must submit: (1) Résumé containing information discussed at the **Orientation Class**; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; (4) OF 306, Declaration for Federal Employment; and (5) Permission Form.

### **Description of Duties**

Teen hires will provide assistance in the oversight of activities and services to authorized patrons, including general information on the use of facilities and equipment. Assist in the programming, planning and implementing of a variety of activities. Ensure adherence to regulations and safety procedures and may assist assigned personnel in the monitoring of change funds, theater tickets, etc. May assist in maintaining routine reports and/or perform clerical and/or general maintenance and cleaning duties.

**For additional information please call DSN 624-3242 or Comm. 095-56-3242.**

**The Department of the Navy is an equal employment opportunity employer. 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.**