



US NAF Flexible Positions

Swimming Instructors (WSI)

\$11.00 - \$13.00 per hour

Location: Pools

Official Position Title: Recreation Assistant, NF-0189-02

Announcement #: NUS-17-016

Opening Date: 24 May 17

Closing Date: Open until filled

1st Cut-off Date: 31 May 17 (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

Notes:

1. There are two flexible continuous positions.
2. Work schedule is flexible and may include working days, nights, weekends, holidays and rotating shifts.
3. Civilian 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 permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization, and sojourner's permit/application letter.
4. **Minimum age requirement is 18 years.**
5. Selected candidates will be required to pass a pre-employment physical examination.
6. Applicants must provide proof of current certification as a Red Cross Water Safety Instructor, Lifeguard Training, First Aid and CPR (**Attach copies to application**).

How to Apply: Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. **Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-Point preference).

Please make sure your résumé contains all the required information listed on the last page of this announcement.

Area of Consideration: U.S. citizens in the commuting area who are authorized sponsors and command-sponsored dependents of civilian and military personnel.

Description of Duties: Incumbent performs work within the swimming program including instruction in various swimming skills and styles and basic diving for various age groups. Ensures that swimmers observe all water safety rules. Performs rescue work and when necessary renders emergency first aid until such time as a qualified doctor is present. Completes appropriate accident reports. Incumbent is responsible for the safety of all swimmers by ensuring everyone is accounted for. Checks identification and ensures that only authorized patrons utilize the facility. Performs necessary maintenance work required for sanitation and cleanliness of the pool and pool area. Ensures that all paperwork/course records are completed and turned into Red Cross promptly after course completion. Teaches classes by using appropriate equipment and is responsible for its proper storage. Performs other related duties as assigned.

Qualification Requirements:

Six (6) months of general experience in any type of work that demonstrates the applicant's ability to perform the work of the position **and six (6) months of specialized experience OR successful completion of two (2) years of study above high school that included at least 12 semester hours in courses related to recreation** (e.g., basic psychology, group dynamics, physical education, arts and crafts, etc.)

Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of this position and that is typically in or related to the work of this position.

To ensure appropriate credit for education and/or training, please provide copies of transcripts, certificates or other acceptable evidence not later than the closing date of this announcement.

Qualified candidates will be ranked by the following Knowledge, Skills and Abilities (KSA's) to determine order of referral:

1. Knowledge of various swimming skills and styles.
2. Ability to instruct others.
3. Skill in providing assistance in emergency situations.
4. Ability to exercise control over a group of people.

The Department of the 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.

Non-Appropriated Fund (NAF) Human Resources (HR) Office
U.S. Naval Air Station Sigonella (NAS I) Bldg. 157
Phone numbers: Com. 095-56-0522 DSN 624-0522

INSTRUCTIONS FOR U.S. APPLICANTS

- Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from <http://tinyurl.com/mwrsig-naf-jobs>
- It is your responsibility to submit a complete application form. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

INFORMATION REQUIRED ON RÉSUMÉ

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), phone numbers and e-mail address
- High school (name and full address) and date of diploma or GED
- Colleges and universities (name and full address). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and full address
- Starting/ending dates and hours per week

You can submit your application forms to the NAF HR Office, to mwrjobs_sigonella@eu.navy.mil, or you can deposit it in the NAF HR (MWR & NGIS) box near the Pass & ID window at the NAS I gate. It is the applicant's responsibility to verify that documents are received.

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or on Thursdays from 1300 to 1530.

Revised March 2017