

# US NAF Full Time Position Supervisory Rec Assistant



**\$14.00 - \$17.00 per hour (plus Post Allowance)**

## **Location: Fitness**

Official Position Title: Supervisory Recreation Assistant, NF-0188-03  
Announcement #: NUS-18-025  
Opening Date: 20 September 2018  
Closing Date: Open Until Filled  
1<sup>st</sup> Cut-Off Date: 3 October 2018

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

### **Notes:**

1. This is a regular full time position.
2. Selected candidate is required to pass a pre-employment physical examination and to satisfactorily complete a background investigation as conditions of employment.
3. Regular work schedule is subject to change and may include working early mornings, evenings, weekends, holidays and split shifts.
4. Work is mostly sedentary but may require moderate physical exertion and standing, walking, bending, stooping, and lifting up to 40 pounds.
5. For special events work requires being outside in cold, hot or humid weather conditions.
6. 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.
7. Candidates must possess and maintain Lifeguard and Cardiopulmonary Resuscitation (CPR) for Professional Rescuer Certifications (**attach copies to your application**).
8. Candidates must possess and maintain a current and valid driver's license (**Attach a copy to your application**).
9. Selected candidate must possess or be able to obtain the following certifications within the first 60 days of employment: Cardiopulmonary Resuscitation (CPR) and First Aid Certification, Automated External Defibrillator (AED) Certification, Blood-born Pathogen Training and Navy Bsic Fitness Certification as conditions of employment.

### **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 reverse of this announcement.**

### **Area of Consideration**

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

### **Description of Duties**

Performs supervisory duties, equipment and facility management and administrative tasks in support of the fitness facilities located at NAS I, NAS II, Base Housing, Augusta Bay and Niscemi. Supervises all US and Local National fitness employees. Assigns work, selects and trains employees, evaluates performance, develops performance standards, recommends pay adjustments/awards and disciplinary actions. Creates work schedules and uses electronic timekeeping systems. Approves/disapproves leave. Supervises all cash handling procedures to include training, standard operating procedure compliance and inventory of membership cards and cash. Stays up to date on industry standards and fitness equipment trends. Conducts regular zone inspections, ensures fitness spaces and equipment are cleaned and well maintained, recommends repairs and reports unsafe conditions or discrepancies to supervisor. Assists with the collection, analysis, and maintenance of statistical data. Maintains appropriate records and reports. Performs other related duties as assigned.

### **Qualification Requirements**

One (1) year specialized experience equivalent to at least GS-04/NF-02 or four-year course of study above high school leading to a bachelor's degree with major study or at least 24 semester hours in courses related to recreation or physical education.

**Specialized experience:** experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of this position.

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

To determine order of referral, qualified candidates will be evaluated in conjunction with the following Knowledge, Skills and Abilities (K.S.A.):

1. Knowledge and experience in personnel management and administration, to include recruitment and selection, training, performance review, Equal Employment Opportunities and employee/labor relations.
2. Knowledge of the safe use and operation of fitness equipment and training techniques.
3. Practical knowledge of fitness operations.
4. Ability to evaluate the effectiveness of facilities, equipment and personnel.
5. Skills in the effective management of financial and physical resources.
6. Skill in developing improvements in or devising new work methods and procedures.
7. Organizational skills and ability to meet deadlines.
8. Skill in computer usage.
9. Ability to supervise employees and carry out personnel management responsibilities.
10. Ability to assign work, to provide guidance, to train new employees and work effectively with a diverse workforce.
11. Ability to understand and further management goals.
12. Ability to instruct others and communicate effectively both orally and in writing in working out solutions to problems or questions related to the work.
13. Ability to develop and deliver presentations and/or training.

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 number: 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 package. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience attach a copy of your unofficial transcripts to your application package. Upon request, you may have to submit official transcripts as well.
- Résumé and supporting documents must be received by 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 tentative offer for 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.
- Civil service employment law (5 U.S.C. 3328) requires that male candidates, born after December 31, 1959 and at least 18 years of age, must register with the Selective Service System, unless they meet certain exemptions (attach proof of registration to your application package). Additional information may be found on [www.sss.gov](http://www.sss.gov)

**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), local 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](mailto: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 October 2017