

# US NAF Full Time Position SPECIAL EVENTS COORDINATOR (Community Recreation)



**\$14.00 - \$18.00 per hour (plus Post Allowance)**

Official Position Title: Recreation Specialist, NF-0188-03  
Announcement #: NUS-18-027  
Opening Date: 27 December 2018  
Closing Date: Open Until Filled  
1<sup>st</sup> Cut-off date: 10 January 2019

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

## **Notes:**

1. This is a regular full time position.
2. Work is performed both indoors and outdoors. It is sedentary at times, but it involves physical exertion when organizing or setting up programs and events.
3. Work may require driving vehicles up to a 9-passenger van, therefore candidates must possess and be able to maintain a current and valid U.S. driver's license (**Attach copy to application**).
4. Hours of work will vary as required by the needs of the program to include split days off, early shifts, late shifts, evenings, weekends and holidays.
5. 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.
6. Selected candidate is required to satisfactorily complete a background investigation and satisfactorily pass a pre-employment physical examination 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 page of this announcement or under the section "Instructions for U.S. Applicants".**

**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 the development, management, maintenance, planning, and administration of a diverse Community Recreation program. Organizes community special events such as comedy shows, holiday events, celebrity appearances, concerts, 4<sup>th</sup> of July festival, Winterfest, and any other program offered throughout the year. Assists with writing Standard Operating Procedures (SOP's). Ensures programs are in compliance with local, regional and higher level Navy and Department of Defense instructions, regulations and procedures. Develops contacts and creates professional proposals, execution of agreements and follow-ups. Seeks way to promote and market MWR facilities and events. Performs regular analysis of projects and programs: considering operating budget, staffing requirements, plans, trends, command mission and changing population. Evaluates and reviews ongoing programs and recommends changes or enhancements. Serves as a liaison between MWR and Training Support Center. Assists with staffing, training and scheduling. Provides administrative duties and support through after-action reports, data collection and database administration. Ensures all facilities and activities associated with the Community Recreation program meet established fire, safety, security and sanitation guidelines. Performs inventory of various types of equipment,

retail items, supplies and any other item deemed to have cash value. Inspects equipment and makes recommendations for replacement when required. Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. May supervise staff within the Community Recreation Program on a temporary and as needed basis. Performs other duties as assigned.

**Minimum Qualification Requirements:** three (3) years of general experience, one (1) year of which was equivalent to at least GS-04/NF-02,

**OR**

4-year course of study leading to a bachelor's degree with major study in general recreation or community recreation.

**General experience:** experience that provided knowledge of the goals, principles, methods, and techniques of recreation, and an understanding of the interests of individuals or groups. Qualified candidates will also be rated and ranked by the following Knowledge, Skills and Abilities (KSA's) to determine order of referral:

1. Knowledge of recreational and entertainment events.
2. Knowledge of Department of Defense instructions.
3. Knowledge of computer software needed to perform administrative duties.
4. Skill in organizing, planning and conducting recreational activities.
5. Skill in exercising authority and independent judgment in development of plans and solutions.
6. Skill in the effective management and use of program, facility, financial and personnel resources.
7. Ability to effectively communicate both orally and in writing, and to speak to a large group of people.
8. Ability to create, negotiate, implement and sustain partnerships via various MWR agreements.
9. Ability to adapt guidelines to specific situations, methods and processes.

**To receive appropriate credit for experience, education and/or training, please attach copies of personnel actions, official transcripts, certificates, or other acceptable evidence to your application.**

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](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.