

US NAF Flexible Positions

THEATER ATTENDANT



\$8.50 - \$13.00 per hour

Location: Theater

Official Position Title: Recreation Aid, NF-0189-01 KPP
Recreation Assistant, NF-0189-02
Announcement #: NUS-19-004
Opening Date: 14 January 2019
Closing Date: Open Continuous

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

Notes:

1. There are several flexible positions that may be filled at the higher or lower level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting qualification requirements and at management's discretion.
2. Selected candidates will be required to satisfactorily complete a background investigation (NACI) and pass a pre-employment physical examination as conditions of employment.
3. Regular work schedule includes working days, nights, weekends and holidays.
4. 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.
5. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
6. Applications will be valid for consideration for three (3) months from the date of receipt. If you still wish to be considered after this time, please notify the NAF Human Resources Office.
7. Position involves carrying, pushing or picking up objects weighing up to 50 pounds.

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.

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 is responsible for the operation of the theater during assigned shift. Ensures theater is setup to receive patrons, including ticket counter and concession stand and projection booth. Ensures that the evening movies are ready to be shown and posters and movie schedules are posted in a timely manner. Ensures the projector and sound system are in good working order prior to the start time of each showing. Sets up, operates and maintains motion picture projectors, sound-reproducing units and audio visual equipment to produce coordinating effects of sound and on screen. Performs frequent checks inside the auditorium to ensure sound level and picture

quality are properly set. Conducts security checks of oversized bags and backpacks of patrons entering the facility. Handles unruly patrons and in cases of continued disturbances contacts the security office for assistance. In emergency situations, oversees the evacuation of the theater. Controls change funds and verifies all sales from ticket and concession sales at the end of each shift. Performs Sales Clerk and cash handling duties as required. Performs other related duties as assigned.

Qualification Requirements

Recreation Aid, NF-0189-01 (Entry level): Three (3) months of general experience or High-School Diploma

Recreation Assistant, NF-0189-02 (Target level): Six (6) months of general experience **and** six (6) months of specialized experience equivalent to NF-01 level **OR** two (2) years of education 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.).

General experience: any type of work that demonstrates the applicant's ability to perform the work of the position.

Specialized experience: experience at the NF-01 level (or equivalent) 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.

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

1. Basic computer knowledge.
2. Ability to set up, operate and adjust motion picture projectors, sound-reproducing and audio visual equipment to achieve proper size, illumination, and focus of the image.
3. Customer service and leadership skills.
4. Ability to handle money.

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

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, 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