

US NAF Flexible Positions RECREATION AID



Location: Community Recreation \$8.50 - \$10.00 per hour

Official Position Title: Recreation Aid, NF-0189-01
Announcement #: NUS-19-005
Opening Date: 14 January 2019
Closing Date: Open Continuous

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

Notes:

1. There are several flexible positions.
2. Position may involve long periods of standing, sitting, walking, bending and lifting up to 40 pounds and occasionally heavier items. Position may also require working outside for special events or outdoor outings.
3. Work schedule is flexible and may include days, nights, weekends, holidays and rotating shifts.
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. Selected candidates will be required to satisfactorily complete a background investigation (NACI) as condition of employment.
8. Selected candidates will be required to obtain Emergency First Responder or CPR certification, Customer Service Training and Controlling Alcohol Risks Effectively (C.A.R.E.) training, within the first 90 days 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.**

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

Description of Duties: Performs clerical, custodial and/or general maintenance duties in support of Community Recreation programs. Provides information concerning facilities and operation in person or by answering the telephone. Processes product or service transactions including equipment loan, rentals, resale, and program registration. Assists in maintaining routine reports, receives payments and makes change; may operate a cash register and Point of Sale (POS) system. Provides support for Community Recreation event set up and break down. Performs basic custodial tasks, such as sweeping, mopping, vacuuming, wiping, dusting, etc. Performs other related duties as assigned.

Qualification Requirements: Three (3) months of general experience or high school diploma/GED.

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

A high school diploma/GED is preferred.

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

- Basic reading comprehension
- Ability to communicate orally and in writing
- Basic computer operations and keyboarding skills
- Basic arithmetic calculations
- Basic customer service delivery methods

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