



Non-Appropriated Fund
**TEEN EMPLOYMENT PROGRAM
JOB ANNOUNCEMENT**

Announcement #: NUS-19-011
Official Job Title: Recreation Aid, NF-0189-01
Opening Date: 04 March 2019
Closing Date: Open Until Filled
Hourly Salary: \$7.25
Average hours per week: maximum 25-30
Duration: Approximately from Mar 29 to Jun 6, 2019
1st Cut-Off Date: 15 March 2019

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

Notice to applicants and parents:

These positions are targeted to students who are interested in being considered for temporary employment within Fleet and Family Readiness.

BEFORE SUBMITTING YOUR JOB APPLICATION, YOU MUST ATTEND THE ORIENTATION CLASS OFFERED ON 07 MARCH 2019 FROM 1330 TO 1530 AT THE CDC (BLDG. 314) ON NAS I.

Application forms will be distributed during the class or can be picked up at the NAF Human Resources Office, NAS I – BLDG. 157.

Application forms and attached documents must be dropped only at the NAF Human Resources Office.

The activities that select applicants for the Teen Employment Program are:

CDC
SCHOOL AGE CARE (SAC) PROGRAM
YOUTH COMPLEX (MARINAI HOUSING)

Area of Consideration:

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

Notes:

1. Please specify on your résumé the activity where you would like to be considered for employment.
2. 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 Official Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter (**ATTACH COPIES TO APPLICATION**)
3. **Age Requirement:** Applicants must be at least 14 years of age and no older than 18 years unless still enrolled in high school.
4. Positions are subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine and must pass a pre-employment physical examination.
5. Must be physically able to stand, bend, and walk in the performance of work. Light lifting of up to 25 pounds may be required.
6. All employees must have a US bank account since they can only be paid by **direct deposit**.
7. Applicants must satisfactorily complete all background checks in accordance with PL 101-647 to include **Installation Record Check**.
8. Applicants whose family members hold a position within Fleet and Family Readiness will not be allowed to work in the same facility.

How to Apply

Applicants must submit: (1) Résumé containing information discussed at the **Orientation Class**; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; (4) OF 306, Declaration for Federal Employment; and (5) Permission Form.

Description of Duties

Teen hires will provide assistance in the oversight of activities and services to authorized patrons, including general information on the use of facilities and equipment. Assist in the programming, planning and implementing of a variety of activities. Ensure adherence to regulations and safety procedures and may assist assigned personnel in the monitoring of change funds, theater tickets, etc. May assist in maintaining routine reports and/or perform clerical and/or general maintenance and cleaning duties.

For additional information please call DSN 624-3242 or Comm. 095-56-3242, email CYP_Sigonella@eu.navy.mil

The Department of the Navy is an equal employment opportunity employer. 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 https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas_sigonella/about/jobs/mwr_jobs.html
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
- Country of citizenship
- Date of Birth
- Veterans' preference (Attach DD-214)
- High school (name, city and state, zip code) and date of diploma or GED
- Colleges and universities (name, city and state). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Scheduled rotation date

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 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 Feb 2019