



Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2015-11

Opening Date: 25 February 2015

Closing Date: Open Until Filled
1st Cut-Off: 20 March 2015

Position: Recreation Specialist (Community Recreation), NF-0188-03

Salary: \$13.11 - \$15.00 per hour, based on qualifications/experience

Employment Category: Regular Full Time, 35-40 hours per week, with benefits. May require working night, weekend and holiday hours.

Relocation Expenses: Not Authorized

Area of Consideration: CONUS

Introduction:

Naval Submarine Base Kings Bay's NRPA national award-winning and accredited MWR program is seeking a dynamic and innovative programmer to join our Community Recreation Program. The ideal candidate is a motivated individual who desires to work for a forward-thinking and innovative organization. He or she must have a customer-service focused management style, creative programming skills, proven organizational and administrative skills, and an ability to manage multiple programs and activities. The Community Recreation Program enables eligible MWR patrons to take advantage of a wide range of indoor and outdoor programs and activities that may include competitions, trips, and events.

Duties:

Uses creativity to plan, promote and implement well-rounded Community Recreation programs utilizing numerous facilities within the entire MWR Department. Coordinates leisure skills development activities and classes. Organizes community special events. May serve as a liaison for MWR related activities. Responsible for the development, management, maintenance, planning, business plan execution, and administration of a diverse Community Recreation program. Assists with writing standard operating procedures. Ensures programs are in compliance with local and Regional program policies, regulations, and procedures, including higher level Navy and DOD instructions, regulations and program standards. Solicits and helps to negotiate partnerships on behalf of the MWR Department. Assumes responsibility for planning, coordinating, publicizing, marketing and execution of programs and special events within the Community Recreation program by utilizing all available resources. Provides administrative duties and support through after-action reports, data collection and database administration. Monitors Community Recreation programs to ensure Navy Program standards are met or exceeded. Performs regular analysis of projects and programs. Performs other duties as assigned.

Qualifications:

- Knowledge gained through relevant education and training (i.e., Bachelor's Degree in Recreation, Marketing, Business or closely related field) and/or equivalent recreation related work experience.
- Combination of experience related to customer service and/or activity based functions.
- Must be able to work independently, making sound decisions and have the ability to effectively communicate both orally and in writing.
- Knowledge of the goals, principles, techniques and methods of procedure used in organizing, planning and conducting all types of activities.
- Knowledge of the entire scope of activities and their suitability in the Community Recreation Program for individuals and groups of varying demographics, ages and interests.
- Ability to create, negotiate, implement and sustain partnerships via various MWR agreements. Maintain a clear and accurate database and ability to represent the department and speak in front of both small and large groups.
- Knowledge of recreational and entertainment events.

Physical Demands and Work Environment: The employee's work is sedentary at times but physical exertion is involved with program set-up. Bending, stooping, lifting of items, etc. will be required when organizing or setting up for programs/events. Work may require considerable physical exertion while instruction or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderately heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require working outside for special events or leading outdoor group outings or trips. The activities segment of this position involves everyday risks and discomforts which require normal safety precautions typical of the various activities involved. Work is performed both indoors and outdoors, without a fixed schedule. The work areas are adequately lighted, heated and ventilated.

Basis for Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.