

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO: MWR-64-13**

**POSITION TITLE: Recreation Aide (Bingo), NF-0189-01**

**SALARY: \$7.79 p/ hour flexible schedule (0-28 hours) Hours of work will day, night, weekend and holiday schedule**

**LOCATION: Bingo Division, MWR Department, NAS JAX**

**AREA OF CONSIDERATION: Local Commute Area**

**OPENING DATE: 01 July 2013**

**CLOSING DATE: Until Filled**

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**BRIEF DESCRIPTION OF DUTIES:** Assists in set up of Bingo area to include but not limited to arranging tables, cards, and Bingo equipment. Sells Bingo cards; collects and accounts for cash received from patrons and ensures that patrons are authorized to play or have been sponsored to play. May be required to explain game rules. Checks patrons Bingo cards for valid wins and may be required to call numbers to an audience as part of the game operation. May prepare daily activity reports (DAR's) to account for sales as well as event sheets. Performs other duties as assigned.

**QUALIFICATIONS:** Must be a mature individual who can exercise control over a large group of people. Must be able to maintain composure in a fast paced sometimes stressful environment. Must present a neat, clean and professional appearance at all times. Must be able to accurately handle large amounts of cash and Bingo cards ensuring inventories are accurate. Must have documented computer experience. This position requires the incumbent to obtain and maintain a positively adjudicated National Agency Check background screening or higher as required by the position and local policy.

**EMPLOYMENT PREFERENCE:** If requesting spouse preference you must attach a copy of the **Request For Military Spouse Preference Form** along with a complete copy of the spouse's PCS Orders and marriage certificate to your application or resume.

Please submit a copy of your DD 214 if claiming Veteran's Preference.

**HOW TO APPLY:** All interested applicants should submit application or resume, and OF-306 (Declaration of Federal Employment) in person, or by mail to:

MWR Department Personnel Office

P.O. Box 14 Bldg 1  
Naval Air Station  
Jacksonville, FL 32212

Or fax to: (904) 542-3424

Or submit online at [JAXS\\_NAS\\_MWR\\_JOBAPPS@navy.mil](mailto:JAXS_NAS_MWR_JOBAPPS@navy.mil)

NAF Application forms, OF-306, and Request for Military Spouse Preference forms are available at MWR Personnel Office located in Building 1, on Langley Street between Yorktown and Saratoga Avenues. These forms can also be downloaded at

<https://www.cnic.navy.mil/jacksonville>, click on "Fleet & Family Readiness" and then click on "MWR Jobs," and on Facebook at [www.facebook.com/nasjaxmwr](http://www.facebook.com/nasjaxmwr).

**NOTE:** As a condition of employment, you will be required to participate in the direct deposit/electronic funds transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subjected to administrative action for failure to enroll unless a waiver has been obtained.

**We are an E-Verify participant.**

***"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."***