

# US NAF Positions

## TAKE 5/CONNECTIONS



\$8.50 - \$10.00 per hour

Official Position Title: Recreation Aid, NF-0189-01  
Announcement #: NUS-12-008  
Opening Date: 05 Jan 12  
Closing Date: Open Continuous

Department of the Navy  
Morale, Welfare and Recreation Department  
U.S. Naval Air Station Sigonella NAS I  
FPO, AE 09627 BLDG. 202  
Phone: 095-56-0509 DSN 624-0509

### Notes:

1. There are several flexible positions.
2. Position involves long periods of standing, walking, active games and lifting up to 40 Lbs.
3. Regular work schedule will include working days, nights, weekends and holidays.
4. If selected, civilian personnel must provide this office with official/no-fee passport, official orders/ command-sponsorship authorization, and sojourner's permit/ application letter.
5. If selected, military personnel must provide this office with 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 MWR Personnel Office.
7. Selected candidates will be required to pass a physical examination and satisfactorily complete a background investigation (NACI) as conditions of employment.
8. **Minimum age requirement** is 18 years old if active duty and 19 years old if civilians.
9. Position may require occasional driving. Please **attach a copy of a valid U.S. driver's license to your application.**

**How to Apply:** Applicants must submit: (1) Application form (OF 612 or Résumé) containing required information listed on the reverse of this announcement; (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).

**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:** Assists in the general operations of the recreation center. Ensures proper use of recreation equipment. Conducts activities and programs such as billiards, ping pong, Play Station, Internet usage, tournaments, games, etc. Conducts sign-ups for ITT and Liberty trips and registration for community events. Provides necessary information to patrons. Sells golf tickets. Distributes promotional materials regarding MWR activities, programs and services. Operates a snack bar of minimal items and ensures proper preparation of menu items. Operates a cash register and completes daily activity reports of cash sales. Maintains adequate stock levels, requisitions merchandise and conducts periodic inventories. Cleans facility inside and outside and performs minor maintenance of equipment. Performs general clerical duties related to the operation of the facility. Occasionally drives a 14-passenger van. Performs other related duties as assigned.

**Qualification Requirements:** Six (6) months of general experience **OR** one (1) year of education above high school.

**To ensure appropriate credit for education, please attach copies of transcripts, certificates or other acceptable evidence to your application.**

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.