

US NAF Flexible Position REC AID (Sports)



\$8.50 - \$10.00 per hour

Official Position Title: Recreation Aid, NF-0189-01
Announcement #: NUS-12-014
Opening Date: 29 June 2012
Closing Date: Open Until Filled
1st Cut-off date: 6 July 2012 (Subsequent cut-off dates: every 5 working days)

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. This is a flexible position.
2. Work is performed both indoors and outdoors, under variable weather conditions and regular work schedule includes days, evenings, weekends and holidays.
3. If selected, civilian personnel must provide this office with official/no-fee passport, official orders/ command-sponsorship authorization, and sojourner's permit/application letter.
4. Military personnel must provide this office with a chit from their respective command, authorizing an off-duty job, prior to appointment.
5. Selected candidate is required to satisfactorily complete a background investigation.
6. 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 side of this announcement; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment.

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

Description of Duties: Maintains the area under surveillance at all times and ensures that it is maintained in the proper state of cleanliness both inside and out. Performs routine inspection and is responsible for minor maintenance on the area and equipment to ensure that all items are operating properly and safely. Performs clerical duties such as maintaining reports, scheduling games, ordering equipment, etc. Ensures that all activities within the assigned area are carried out in accordance with published schedules and that the areas are prepared for scheduled events. Coordinates private group use of the area. Ensures that applicable fees are paid and that the area is left clean after scheduled events. May occasionally be required to drive a 14-seat minivan. Performs other related duties as assigned.

Qualification Requirements: Three (3) months of general experience **OR** high school graduation (or GED).

General experience is (1) any type of work that demonstrates the applicant's ability to perform the work of the position.

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.