



Recreation Assistant

Announcement # ANNA 0032-12

Salary: \$12.55 per hour Series/Grade: NF 0189 02

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: RECREATION DEPT-ANNAPOLIS

OPENS: 19 OCT 2012
First Cut Off: 29 OCT 2012
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

REGULAR PART-TIME POSITION (20-34 hours per week)

HOW TO APPLY: Download forms on <http://www.cnrc.navy.mil/NDW/About/Jobs/>
Submit ALL required forms: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670 or e-mail to: naf.nsaa.fcm@navy.mil. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-7656.

DUTIES AND RESPONSIBILITIES:

Performs and/or assists in the operations of the recreation activity. Based on established policies, incumbent carries out assigned phases of the designated activity applying an understanding of the interest and needs of program participants. Typical assignments may include: establishing schedules of events, applying rules and regulations in supervising assigned youth participants in indoor and outdoor activities, and setting up playing fields. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinate details of activities and maintains related supplies. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

One to two years experience in a related recreational activity. Must be able to obtain access to the base computer system, if applicable.

Visit our web site: <http://www.cnrc.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment.

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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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