



RECREATION ASSISTANT

Announcement # ANNA 043-11

Salary: \$15.00- \$17.00 per hour Series/Grade: NF 0189 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: ANNAPOLIS - Recreation Division

OPENS: 7 September 2011

CLOSES: Until Filled

First Cut-off: 21 September 2011

AREA OF CONSIDERATION: ALL SOURCE

FLEXIBLE (0 – 40 HOURS PER WEEK)

HOW TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Performs and/or assists in the operation of the recreation activities. Based on established policies, incumbent carries out assigned phases of 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; setting up gymnasiums and playing fields for sports events. 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 recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties assigned.

MINIMUM QUALIFICATIONS:

One to two years experience in a related recreational activity. Group Exercise Certification or at least one year instructing Zumba, Spin Cycling, Cardio Kickboxing, Yoga, Pilates or any Group Exercise Programs desired. CPR/ AED certification required.

SPECIAL REQUIREMENTS:

Must be able to obtain access to base computer system. This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC), in accordance with NAVFAC Policy.

Visit our web site: <http://cnic.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.**

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.

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