



Recreation Aid

Announcement # JB-12-034

Salary: \$8.25-10.00 per hour Series/Grade: NF-0189-01
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Arts&Crafts Center- JB Anacostia Bolling

OPENED: 03 April 2012
CLOSES: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0-40 hours per week) No Benefits

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnrc.navy.mil/ndw/Jobs/index.htm>) To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 **OR email to naf.jbab.fct@navy.mil** *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation. Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises. May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payments and make change. Performs other related duties as assigned.

QUALIFICATIONS:

Six months experience in the assigned recreational activity is desired. Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Must have knowledge of basic mathematics. Must be able to obtain access to base computer system, if applicable.

Visit our web site:

<https://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 sited 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.

IMPORTANT: 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. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>

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 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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