Recreation Assistant

Announcement # JB-12-011A

Salary: $12.17 - $15.21 per hour Series/Grade: NF-0189-02

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

LOCATION: Liberty - JB Anacostia Bolling

OPENED: 12 JANUARY 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.cnic.navy.mil/NDW/About/Jobs) 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 instead of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES:

Performs and/or assist in the operation of the recreation activity, including publicizing, setting up and implementing recurring and non-recurring activities for a target population of 18 to 25 year old E1-E6 single/unaccompanied sailors. Assist with program promotions, scheduling, organizing of equipment needed for activities or programs, set-up/breakdown and implementation of special events, trips, tours, and excursions. Assists with local and distant day and overnight trips, completing required pre-trip guidelines and follow up evaluations upon return. Inform participants of the upcoming Liberty events and activities through indoc, marketing measures and other types of promotion scheduled. Provide information and general instructions concerning trips, events, activities, use of equipment, and facilities. Receive participant's information, concerns, ideas, complaints, and reports any problems areas/issues beyond normal operating procedures to the supervisor. Maintains the up-to-date, neat and orderly Liberty boards which contain information on special events, intramural/sports program, fitness, and MWR programs/events. Coordinates publicity of programs and activities such as flyers, posters, and quarterly calendars. Help with organization of all activities and events information concerning all trips, events, and supplies. Provides assistance to patrons in person and via the telephone regarding upcoming programs or events, eligibility requirements, MWR programs/events, intramural and similar non-technical questions. Maintain and help run a functional recreation facility by being able to enforce rules and restrictions.

MINIMUM QUALIFICATIONS:

One to two years of experience in a related recreational activity. Combination of experience related to customer service and/ or activity based functions. Must be able to work with minimal supervision, make sound decisions and have the ability to effectively communicate. Valid driver's license is required. CPR Certification/First Aid preferred and can be offered at government expense. Practical knowledge of the goals, principles, techniques and methods of procedure used in organizing, planning and conducting leisure time activities. Practical knowledge of the entire scope of activities and their suitability for individuals, groups, ages and interests. Knowledge of constraints placed on the MWR program and ability to utilize resource effectively. Incumbent must be able to obtain access to base computer system. Flexible work schedule to include nights, weekends and holidays with some over nights.

Visit our web site:
https://www.cnic.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.

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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