



# RECREATION SPECIALIST OUTDOOR

## Announcement # JB-12-018A

Salary: \$14.53 - \$17.00 per hour Series/Grade: NF-0188-03  
Naval District Washington - Fleet and Family Readiness Program  
Department of the Navy Non-Appropriated Funds

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**LOCATION: Outdoor Recreation - JB Anacostia Bolling**

OPENED: 10 JANUARY 2012  
CLOSES: OPEN UNTIL FILLED

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**AREA OF CONSIDERATION: ALL SOURCES**

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**Regular Full Time (35-40 hours per week) With Benefits**

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Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnrc.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.ibab.fct@navy.mil](mailto:naf.ibab.fct@navy.mil)** A résumé may be included with the required forms but **NOT** in place of the OF-612 and OF-306.

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### **DUTIES AND RESPONSIBILITIES:**

Incumbent plans, develops, manages, and maintains a military outdoor recreation program or a portion(s) thereof for a large community of active duty military, their dependents, retirees and authorized civilians. The position includes one or more of the following duties:

Plans, coordinates and schedules recurring and non-recurring activities, special events and joint community undertakings to maximize use of facilities and resources. Identifies, coordinates, procures and schedules maintenance and repair projects. Conducts frequent inspections to ensure a safe, clean, and orderly environment. Provides guidance and leadership to the various outdoor recreation activities and participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities as developments require. Instructs individual participants and groups of participants in those outdoor activities for which the employee has technical expertise. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

A minimum of three years experience that evidences a working knowledge of the assigned programs. A degree from an accredited college in recreation or a related field may be substituted for two years of experience. Commercial Driver License (CDL) preferred. National and state background checks are required for positions that involve working with youths.

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.

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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