

Recreation Assistant (OREC)  
NF-0189-02

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is assigned to one or more specialized recreational activities such as the following: Community Activities, Bowling centers & Outdoor Recreation Center. Performs and/or assists in the operation of the recreation activity. 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 participants which may include youth in indoor and outdoor activities; scheduling and conducting tours and field trips. 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 coordinates 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. Familiar with cash handling procedures. Ensures adherence to safety rules and regulations.

**QUALIFICATION REQUIREMENTS:** One to two years experience in a related recreational activity. (Qualifications applicable to the specialization may be established locally).

**APPLICATION PROCEDURES:** Interested applicants are to submit MWR Employment Application, resume or OF-612 (Application for Federal Employment) to the MWR NAF HR Office, COMFLEACT, Sasebo, FPO AP 96322-1190. For additional information, please call 252-3328 or visit the MWR NAF HR Office located on the second floor above the Bowling Center.

**NOTES:**

- First consideration may be given to current MWR employees.
- Eligible spouses of active military personnel will be provided preferential consideration.
- If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veterans Administration are required to establish compliance with the requirements for active duty and for separation under honorable conditions.
- Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Mandatory participation in Direct Deposit Program.
- Once submitted, applications and all attachments become the property of MWR NAF HR Office, Sasebo, and will not be returned or copied.

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.

**Recreation Assistant (Bowling)**  
**NF-0189-02**

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for the operation of the counter control, which includes the assignment of bowling lanes to patrons, collects and account for fees and fills out required forms. Controlling the facility use of authorized patrons and enforcing proper dress code, and securing of building, upkeep of the MWR Bulletin Board, which contain bowler's information, league notice and other promotional materials. Sells software bowling supplies, assist customers on selection of bowling bags, balls and shoes. Assists the manager with required paperwork, such as time sheets, daily usage of facility, special bowling events, etc. Assists in training new counter control employees. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Knowledge of bowling center counter control operations, bowling resale and cash register operation are desirable. Six months of Bowling Center experience as a Duty Manager is preferred. Must present a neat, well-groomed and professional appearance at all times. Must be able to present a polite, friendly and professional demeanor at all times when dealing with both internal and external customers. Must be able to work day, evening and weekend shifts including holidays.

**APPLICATION PROCEDURES:** Interested applicants are to submit MWR Employment Application or OF-612 (Application for Federal Employment) to the MWR NAF Human Resources Office, COMFLEACT, Sasebo, FPO AP 96322-1190. If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veterans Administration, are required to establish compliance with the requirements for active duty and for separation under honorable conditions. For additional information, please call 252-3328 or visit the MWR NAF Human Resources Office located on the second floor above the Bowling Center.

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- Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Mandatory participation in Direct Deposit Program.
- Once submitted, applications and all attachments become the property of MWR Personnel Office, Sasebo, and will not be returned or copied.

All applicants will receive equal consideration for employment without regard to race, color, religion, national origin, lawful political affiliation, age, sex, non-disqualifying physical handicap, marital status, or any other non-merit factor.

NAVY - AN EQUAL OPPORTUNITY EMPLOYER

**Recreation Aid (Liberty)**  
**NF-0189-01**

**BRIEF DESCRIPTION OF DUTIES:** 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: assists with establishing schedules of events, applying rules and regulations in supervising assigned Liberty participants in indoor and outdoor activities, preparing Liberty Center and/or designated facility for scheduled events, may serve as tour guide/facilitator on Liberty trips and excursions, assist Fleet Recreation Coordinator with Recreation Ticket Vehicle (RTV) program, ships homecomings, port briefs and other tasks as assigned. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Incumbent will be required to use the telephone, fax machine, copier, email and other means to obtain information pertaining to trips/tours, supplies, equipment, etc. Helps prepare weekly staff schedules and certify employee timecards. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. Ensures adherence to safety rules and regulations. Helps to plan and coordinates details of recreational activities and maintains related supplies. May oversee sale of retail items associated with activities (i.e., food beverage resale, and trips and tours signups). May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** One-year experience in a related activity is preferred. Familiarity with the basic concepts of recreational programs and activities is highly desired. Experience in cash handling and operating calculating machine is desired. Must possess excellent customer service skills. A minimum of one-year experience with a customer service organization is preferred. Familiarity with personal computers and basic software (word processing, spreadsheets, e-mail/internet, etc.) is highly desired. The incumbent must be able to present a polite, friendly and professional demeanor at all times when dealing with both internal and external customers. Must have the ability to interact and communicate clearly and effectively in a variety of customer service situations; the ability to work effectively in a high volume customer service organization; and the ability to work as a part of a team in a complex and diverse recreation program.

**APPLICATION PROCEDURES:** Interested applicants are to submit MWR Employment Application or OF-612 (Application for Federal Employment), OF 306 (Declaration for Federal Employment) to the MWR NAF Human Resources Office, COMFLEACT, Sasebo, FPO AP 96322-1190. For additional information,

please call 252-3328 or visit the MWR NAF Human Resources Office located on the second floor above the Bowling Center.

**NOTES:**

- First consideration will be given to current MWR/NAF employees.
- Eligible spouses of active military personnel will be provided preferential consideration.
- If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veterans Administration, are required to establish compliance with the requirements for active duty and for separation under honorable conditions.
- Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Mandatory participation in the Direct Deposit Program.
- Once submitted, applications and all attachments become the property of MWR Personnel Office, Sasebo and will not be returned or copied.

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.

Recreation Aid (Sports & Fitness)  
NF-0189-01

**BRIEF DESCRIPTION OF DUTIES:** Under the direction of the Athletics Director or his/her designated representative, the Recreation Assistant (Sports & Fitness) assists in the operation of the Fleet Recreation Center. Based on established policies, incumbent carries out assigned phases of designated activities by applying and understanding the interests and needs of the program participants. Typical assignments may include: establishing schedules of events, applying rules and regulations in supervising assigned participants in indoor and outdoor activities, setting up gymnasiums and playing fields for sports events, scheduling and conducting various tournaments and leagues. Demonstrates procedures common to the activities, and instruct in the use of related equipment and conducts instructional classes in the recreational area. Assists 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 be required to assist the Recreation Aid in operating a washer and dryer to keep uniforms, tennis shoes, towels, soft goods, etc., clean and dry for issuing. Insures that the equipment in the fitness center is clean and in a workable condition on a daily basis. Makes minor repair of the equipment when necessary. Ensure adherence to safety rules and regulations. Must provide information on safety rules and regulations to customers at all times and perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Incumbent must have the ability to communicate effectively orally and in writing. Must be able to speak and understand the English language. Must be able to meet and converse with the patrons in a friendly and courteous manner and must have a responsible attitude, can deal with people and provide customer service. Must have the basic knowledge of rules and practices of the equipment used. Within 6 months after employment, must have certifications for first aid/AED and CPR. Must be able to lift and carry up to 40 pounds, walk, bend and stoop and stand on routine basis. When required, must be able to work nights and weekends, including holidays.

**APPLICATION PROCEDURES:** Interested applicants are to submit MWR Employment Application or SF-612 (Application for Federal Employment) and Declaration for Federal Employment to the MWR NAF Human Resources Office, COMFLEACT, Sasebo, FPO AP 96322-1190. For additional information, please call 252-3328 or visit the MWR NAF Human Resources Office located on the second floor of Building 91, above the Bowling Center.

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**RECREATION AID (THEATER)**  
**NF-0189-01**

**I. INTRODUCTION:**

This position is located in the Community Activities Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent of this position performs duties independently in the Ticket Office and/or the Snack Bar in accordance with prescribed practices and general directions at the Showboat Theater and the Village Theater.

**II. MAJOR DUTIES**

1. The incumbent ensures that adequate change fund is on hand while performing duties in the Ticket Office and/or the Snack Bar.
2. In the Ticket Office, the incumbent obtains tickets from safe and loads the ticket dispenser; sells tickets; operates ticket dispenser and cash register. Receive and account for cash and tickets in accordance with MWR Department Standard Operating Procedures. Completes Daily Activity Report (DAR) and secures deposit of daily cash receipts.
3. Checks Identification Card of all patrons in civilian clothing and selling tickets only to authorized patrons. Insure that patrons are in proper civilian attire.
4. In the Snack Bar, the incumbent is responsible for selling soda, hotdogs, popcorn, candy and other related items to eligible patrons and is also responsible for replenishing beverage dispensers.
5. Ensures proper display and price marking of items for sale and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents in accordance with proper procedures.
6. Arrange/maintain food items in an orderly manner on shelves/counters in accordance with Navy sanitary and safety regulations. Clean assigned areas in accordance with Navy sanitary regulations.
7. Ensures that adequate stock levels are maintained and assist in taking inventory by arranging food items in sequence on storage shelves and in the refrigerated areas. Ensures sufficient sale items are on hand to meet expected demand by requisitioning/receiving-needed items, as required, in accordance with proper procedures. Conducts inventory.
8. Based on operational needs in the theaters, the incumbent may be required to assist in the Projectionist Room. Duties include:

- Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Mandatory participation in Direct Deposit Program.
- Once submitted, applications and all attachments become the property of MWR NAF Human Resources Office, Sasebo, Japan and will not be returned or copied.