



# US Open-Continuous Positions

The Non-Appropriated Fund (NAF) Human Resources Office is accepting applications for the following **flexible** positions, to be used for current and/or anticipated vacancies:

Announcement#: NUS-21-VARIOUS  
Opening Date: 25 January 2021  
Location: Various MWR Facilities

Department of the Navy  
Morale, Welfare and Recreation Dept  
Sigonella NAS 1 BLDG. 157  
Phone: 095-56-0522 DSN 624-0522

Job Titles	Grades	Starting Hourly Pay Range	Locations
Sales Store Clerk	NF-01	\$8.50 - \$10.00	Theater
Recreation Aid	NF-01	\$8.50 - \$10.00	Fitness
Recreation Aid	NF-01	\$8.50 - \$10.00	Auto Skills Center
Recreation Aid	NF-01	\$8.50 - \$10.00	Bowling

## **Notes:**

1. Applications will be valid for consideration for three (3) months from the date of receipt. If you still wish to be considered after this time, please notify the NAF Human Resources Office.
2. Work schedule is flexible and may include working days, nights, weekends, holidays and rotating shifts.
3. Civilian candidates must be in possession of Official U.S. Passport (Containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization and sojourner's permit/application letter.
4. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
5. A separate application (and supporting documents) is required for each position for which consideration is desired. You will only be notified if selected or not qualified.
6. Selected candidates will be required to satisfactorily complete a background investigation (NACI) as a condition of employment.

**Area of Consideration:** U.S. citizens in the commuting area who are authorized sponsors or command-sponsored dependents of civilian or military personnel.

## **How to Apply:**

Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment.

**Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-Point preference).

**Please make sure your résumé contains all the required information listed on the Instruction page.**

## **QUALIFICATION REQUIREMENTS**

Three (3) months of general experience or high school graduation (or GED/equivalent).

### **Description of Duties**

#### **Recreation Aid (Various Locations)**

##### **- Auto Skills Center**

Responsible for the operation of the Center, its cleanliness and proper utilization and maintenance of tools, equipment and materials. Instructs and assists patrons in the use of tools and equipment. Collects fees and fills out appropriate records.

##### **- Bowling Section**

Applicants must be at least 18 years old and out of high school.

Selected candidates will be required to pass a pre-employment physical examination as condition of employment. Assigns lanes; takes reservations and payments from customers; sells drinks; answers phone; informs mechanic when problems arise on a lane; handles customer complaints; uses a cash register and fills out daily records at the end of each shift.

##### **- Fitness Section**

Issues equipment and provides information and instructions to patrons on proper utilization of fitness equipment; conducts inventories and hourly patron counts; responsible for minor maintenance of the facility; minor housekeeping and cleaning as needed; collects money and keeps a change fund; may be required to assist with special events or cover shifts at either fitness center.

#### **Sales Store Clerk**

##### **-Theater**

Selected candidates will be required to pass a pre-employment physical examination as condition of employment.

Sells items over the counter; operates a cash register and fills out reports to account for sales; opens and closes ticket box office according to movie schedule; changes movie schedule and posters; re-stocks concession items on shelves or refrigerator and ensures proper display of merchandise; assists with taking inventory; performs housekeeping duties; operates, maintains and cleans equipment.

The Department of the Navy is an equal employment opportunity employer. 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.

**Non-Appropriated Fund (NAF) Human Resources (HR) Office**  
**U.S. Naval Air Station Sigonella (NAS I) Bldg. 157**  
**Phone numbers: Com. 095-56-0522 DSN 624-0522**

**INSTRUCTIONS FOR U.S. APPLICANTS**

- Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from  
[https://www.cnmc.navy.mil/regions/cnreura/cent/installations/nas\\_sigonella/about/jobs/mwr\\_jobs.html](https://www.cnmc.navy.mil/regions/cnreura/cent/installations/nas_sigonella/about/jobs/mwr_jobs.html)  
**It is your responsibility to submit a complete application package. Incomplete or incorrect information may affect the status of your application.**
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned.
- Veterans' preference (Attach DD-214).
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

**INFORMATION REQUIRED ON RÉSUMÉ**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), local phone numbers and e-mail address
- Country of citizenship
- High school name and address and date of diploma or GED
- Colleges and universities name and address. Type the date of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Scheduled rotation date

**GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:**

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and address
- Starting/ending dates and hours per week

**You can submit your application package to the NAF HR Office or to the email address:**  
[mwrjobs\\_sigonella@eu.navy.mil](mailto:mwrjobs_sigonella@eu.navy.mil). It is the applicant's responsibility to verify that documents are received.

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or Thursdays from 1300 to 1530.

**Revised Jan 2021**