

US NAF Flexible Positions RECREATION ASSISTANT



Location: Community Recreation \$9.50 - \$13.00 per hour

Official Position Title: Recreation Assistant, NF-0189-02
Announcement #: NUS-21-006
Opening Date: 25 January 2021
Closing Date: Open Continuous

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

Notes:

1. There are several flexible positions.
2. Position may involve long periods of standing, sitting, walking, bending and lifting up to 40 pounds and occasionally heavier items. Position may also require working outside for special events, leading outdoor outings or group trips.
3. Work schedule is flexible and may include days, nights, weekends, holidays and rotating shifts.
4. 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.
5. If selected, military personnel must provide this office with PCS Orders and written authorization from their command to work during off-duty hours.
6. 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.
7. Selected candidates will be required to satisfactorily complete a background investigation (NACI) and pass a pre-employment physical examination as conditions of employment.
8. Incumbent is required to have a valid driver's license (**Attach copy to application**) and must be able to obtain license validation to transport patrons off-base within 90 days of employment.
9. Selected candidates will be required to obtain Emergency First Responder or CPR certification, Customer Service Training and Controlling Alcohol Risks Effectively (C.A.R.E.) training, within the first 90 days of employment.

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.

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

Description of Duties: Assists in day-to-day administration of multiple Community Recreation programs. Checks ID cards to ensure authorized use of recreation facilities, resources and equipment. Provides information about activities and program offerings. Opens and closes facilities. Orders and restocks supplies. Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other community recreation programs using Point of Sales (POS) and computer programs. Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR). Assists in processing customer internet registrations. Checks equipment and resources in and out, collects rental fees, inventories items and completes inspections upon return. Maintains and performs upkeep maintenance and repairs on all equipment and resources. Assists in administering workshops, clinics and events in a variety of leisure and recreation skills subject areas, such as camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking, water sports, etc. Provides recreation experiences related to leisure skill sets in the form of day or weekend trips. Assists with recruitment, training and scheduling of community recreation staff. Assists in the planning, coordinating, publicizing, marketing and executing of programs and special events. Develops working partnerships with both on base and off base organizations. Assists in the creation of professional proposals, execution of agreements and follow-up. Provides support for event set up and break down. Assists in the submission of event after-action reports, patronage data collection and database administration. May perform general housekeeping duties. Performs other related duties as assigned.

Qualification Requirements: Six months of general experience **and** six months of specialized experience **OR** successful completion of 2 years of study above high school that included at least 12 semester hours in courses related to recreation

General Experience: any type of work that demonstrates the applicant's ability to perform the work of the position.

Specialized Experience: experience at the next lower level that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties described above and that is typically in or related to the work of this position.

To ensure appropriate credit for education, please attach copies of transcripts, certificates or other acceptable evidence to your application.

Qualified candidates will also be rated and ranked by the following Knowledge, Skills and Abilities (KSA's) to determine order of referral:

- Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities.
- Knowledge of office procedures.
- Ability to organize, plan, administer special events and entertainment activities.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain records, compile and organize data for reports.
- Ability to drive up to a 14-passenger van.
- Computer operations and keyboarding skills.
- Strong customer service skills.

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.

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.cnic.navy.mil/regions/cnreurafcet/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 the closing or cut-off date of the announcement and will not be returned.
- 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, location, 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
- Scheduled rotation date
- 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)

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

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

You can submit your application package to the NAF HR Office or to the email address:
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