# CNRSW New logo 1

# NAVY REGION SOUTHWEST FLEET & FAMILY READINESS

***NON-APPROPRIATED FUNDS (NAF)***

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **16-03**

**Job Title, PPlan, Series, & Grade:** Deployed Forces Support Coordinator, NF-0188-03

**Location:** Naval Base San Diego, CA

**Status:** Regular Full Time

**Pay Range:** $18.88 - $23.00 Per Hour

**Opening Date:** 13 January 2016

**Closing Date:** Open Until Filled; **First Cut-Off:** 20 January 2016

**Area of Consideration:** All Sources- Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** This position is that of Deployed Forces Support Coordinator (DFSC), Morale, Welfare and Recreation (MWR) department, Southwest Region San Diego, CA. The incumbent is responsible for the following: Supporting and coordinating the efforts of the MWR Departments, in the Southwest Region, in meeting the needs of afloat units. Provide formal training to shipboard recreation services personnel. Locally implementing and executing Commander, Navy Installation Command’s (CNIC) Fleet Recreation Operations and Maintenance, Navy (O&MN) equipment grant program. Providing assistance to the fleet in property management, internal controls and financial administration. Providing recreational activities and programs for the fleet in the Southwest Region. Providing assistance and support for CNIC’s Civilian Afloat Program. **Performs other duties as assigned.**

**QUALIFICATIONS REQUIRED:**

* Formal education with a four-year baccalaureate (bachelor’s) degree from an accredited college or university with a major in recreation administration, exercise science, tourism or physical education. A master’s degree in recreation administration or business administration is desired. Equivalent experience may be substituted for formal education
* Specialized training includes completion of the Fleet Recreation Management Course (FRMC) and formal qualification as Course Manager for the FRMC. Incumbent must obtain this certification within one (1) year of accepting this position
* Specialized experience of at least five years to reflect knowledge of policies and procedures regarding the expenditure and accountability of U.S. government appropriated and non appropriated funds, policies and procedures regarding the procurement, control and disposition of U.S. government appropriated and non-appropriated property
* General knowledge of Navy policies, organization and administration with in-depth knowledge of Navy Recreation policies, administration and procedures
* Knowledge of exercise equipment suitable for shipboard use and skill in designing shipboard fitness spaces
* Skill in presenting briefs, lectures and formal education programs
* Ability to manage and coordinate limited assets in response to the dynamic needs and requirements of the fleet
* Knowledge of the principles of shipboard recreation underway and in port
* Must be able to communicate clearly and effectively both verbally and in writing in English
* Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

**HOW TO APPLY:** Submit a NAF employment application to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to mwr.hr.dept@mwrsw.com. Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/sandiego/about/jobs/>. Applicants who do not meet the above requirements or submit all required forms may not be considered. Due to volume of applications received, applicants may not be notified of non-selection. **Participation in direct deposit upon employment is required.**

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.