



## NAVY REGION SOUTHWEST FLEET & FAMILY READINESS



### **NON-APPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT**

<b>Vacancy Announcement Number</b>	16-57
<b>Job Title, PPlan, Series, &amp; Grade</b>	Recreation Assistant (Community Recreation) (Sailing Instructor), NF-0189-02
<b>Location</b>	Naval Base Coronado, CA
<b>Status</b>	Flexible Temporary Not to Exceed (NTE) 30 September 2016 (2)
<b>Pay Range</b>	\$12.50 - \$14.50 Per Hour
<b>Opening Date</b>	25 April 2016
<b>Closing Date</b>	Open Until Filled; <b>First Cut Off Date</b> 02 May 2016
<b>Who May Apply</b>	All Sources- Relocation Expenses Not Authorized

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**BRIEF DESCRIPTION OF DUTIES** This position is located at the Marina within the Community Recreation Division of the Morale, Welfare and Recreation (MWR) Department. However, the incumbent is involved with a variety of duties that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/ resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies. **Performs other duties as assigned.**

#### **QUALIFICATIONS REQUIRED**

- **Sailing Instructor certification preferred**
- Combination of experience related to customer service and or recreation activity based functions
- Ability to organize, plan, administer special events and entertainment activities
- Must be able to work independently and make sound decisions
- Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities
- Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests
- Knowledge of the functions, procedures, and operations of recreation activities
- Must have strong customer service skills
- Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers
- Ability to follow oral and written instructions
- Knowledge of computers, office procedures and print production
- Must obtain Emergency First Responder or CPR certification, Food Handlers and C.A.R.E training, where applicable within 90 days of employment
- Must be able to communicate clearly and effectively in English both verbally and in writing
- 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](mailto:mwr.hr.dept@mwrsw.com). Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifsw.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. **As a condition of employment participation in direct deposit/Electronic Fund Transfer 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.