# CNRSW New logo 1

# NAVY REGION SOUTHWEST FLEET & FAMILY READINESS

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

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** OC-SW-156

**Job Title, PPlan, Series, & Grade:** Recreation Aid/Assistant (Community Recreation),

NF-0189-01/02

**Location:** Various Locations in the San Diego Commuting Area

**Status:** All

**Pay Range:** $9.00 - $12.00 Per Hour

**Opening Date:** 06 November 2015

**Closing Date:** Open Continuous - Open Until Filled

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

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Community Recreation Division of the Morale, Welfare and Recreation (MWR) Department. 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, Library, Liberty, 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:**

* 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.

**Recreation Aid (Community Recreation), NF-01**

* High school diploma or GED required
* Must be able to learn MWR policies, rules, and regulations, involving the Community Recreation program
* Basic reading comprehension in order to adhere to published rules, regulations, standard operating procedures, checklists, and other guides
* Basic custodial tasks (e.g. sweeping, mopping, vacuuming, wiping, dusting, etc.)
* Basic computer operations and keyboarding skills to include operation of point of sale systems as well as desktop computers
* Basic arithmetic calculations (i.e. addition, subtraction, multiplication, and division)
* Basic customer service delivery methods to identify customer needs, deliver expected service, and/or resolve routine customer issues
* Basic understanding of elements of the Morale, Welfare, and Recreation department to answer customer questions and/or refer them to the appropriate activity

**Recreation Assistant (Community Recreation), NF-02**

* Knowledge gained through relevant education and training (i.e., Associates Degree in Recreation, Marketing or closely related field) and/or two years equivalent recreation work experience
* 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 is required 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
* Knowledge of computers, office procedures and print production
* Required to have a valid state drivers’ license. Able to obtain license validation to transport patrons off-base within 90 days of employment

**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.