DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM
VACANCY ANNOUNCEMENT

ANNOUNCEMENT # IH-10-003
POSITION: RECREATION AIDE – NF 0189 01
SALARY: $8.00 - $9.50 per hour

LOCATION: INDIAN HEAD – LIBERTY CENTER

OPENS: 19 JANUARY 2010
CLOSES: CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

(X) Flexible Schedule (0-40 Hours Per Week)

HOW TO APPLY: Submit required forms OF-612 AND OF-306 (download on https://www.cnic.navy.mil/ndw/Jobs/index.htm to: Fleet and Family Readiness Program, ATTN: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670. A résumé may be included with the required forms, but NOT instead of the OF-612 and OF-306. Direct inquiries to: 301-342-5304.

DUTIES AND RESPONSIBILITIES:

Incumbent is involved in one or more recreational activities such as military or community center activities; youth activities; outdoor recreation; craft and hobby shops; athletics, fitness and sports programs; music and theater and/or other similar MWR recreational services. Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation. Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises. May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payments and make change. Performs other related duties as assigned.

QUALIFICATIONS:

Six months experience in the assigned recreational activity is desired. Must be able to learn MWR policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Must have knowledge of basic mathematics. Must be able to obtain access to base computer system, if applicable. Must be available to work early mornings, days, evenings and weekends. Must be able to complete First Aid and CPR training within 60 days of hire.

ENROLLMENT IN DIRECT DEPOSIT IS REQUIRED

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.