

*******JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 16-005

OPENING DATE: 16 October 2015
1ST CUT OFF DATE: 30 October 2015
CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE, SERIES AND GRADE: RECREATION AID, NF-0189-01

SALARY: \$8.00 - \$11.50 PER HOUR

WORK SCHEDULE: FLEXIBLE PART TIME 0-20 HOURS PER WEEK

**LOCATION: U.S. NAVAL SUPPORT ACTIVITY, MORALE, WELFARE AND RECREATION
DEPT, OUTDOOR RECREATION, SUPPORT SITE/CARNEY PARK NAPLES, ITALY.**

DUTIES: Issues, rents and sells various types of recreation equipment, uniforms, and athletic gear to authorized patrons ensuring that all custody records are properly filled out and all fees collected. Inspects items for damages and accepts equipment upon return. Returns equipment to proper storage area. Ensures that sufficient items are on hand to meet expected demand and requisitions items when stock runs low. Maintains daily and monthly inventory of all recreational and athletic equipment on hand. Performs duties of cashier in all types of transaction (i.e. retail, rental, and facility fees). Safeguards all cash receipts and prepares daily activity reports. Assists in preparing for special events, outdoor recreation programs (i.e. paintball, skiing, camping, mountain biking, boating, etc), tournaments and command functions.

QUALIFICATION REQUIREMENTS:

Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

KNOWLEDGE, SKILLS, AND ABILITIES TO SUCCESSFULLY PERFORM THE DUTIES OF THE POSITION:

- 1) Ability to provide prompt and friendly customer service.
- 2) Knowledge of cash handling procedures, and ability to operate a cash register.
- 3) Must be knowledgeable in the use of recreation/athletic equipment and recreation/athletic safety regulations.

NOTE: PERSONS WHO ARE US CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A U.S. POSITION.

HOW TO APPLY: Applicants must submit employment resume with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation, [Overseas Residency Questionnaire](#), [OF 306 Declaration for Federal Employment](#), [Preference Entitlement Survey](#). A signed copy of the [Military Spousal Preference Form](#) if applicable. A copy of your sponsor's PCS orders plus certification of an official U.S. government no fee passport or type of passport you possess. The applications may be faxed to 011-39-081-568-8014 or emailed to NAFPersonnel@eu.navy.mil. For any questions you have you may reach us at 081-568-4164/2505/5612

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.