



Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2015-19

Opening Date: 18 March 2015

Closing Date: Open Until Filled
1st Cut Off: 01 April 2015

Position: Recreation Assistant (Fitness/Sports) NF-0189-02

Salary: \$10.00 per hour

Employment Category: Flexible (0-29) hours per week, with no benefits. Will require working evening, weekend and Holiday hours.

Location: Fitness & Sports Branch, Recreation Dept., MWR Naval Submarine Base, Kings Bay, Georgia

Relocation Expenses: Not Authorized

Area of consideration: General Public and Military Spouse Preference Eligible

Introduction: Naval Submarine Base Kings Bay's award-winning and accredited MWR program is seeking an energetic and motivated individual to serve and support Kings Bay Sports. This person will primarily serve as a site monitor for Intramural Sports, with a secondary focus on event setup and grounds maintenance. The applicant must exemplify strong leadership, great communication, excellent customer service skills, and the ability to work both one-on-one and as a member of a team.

Duties: Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of the program participants. Typical assignments may include: establishing schedules for events, applying rules and regulations, supervising participants in indoor and outdoor activities, and preparing gymnasium and playing fields for sporting events. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling, and publicizing various activities to attract and motivate participants. Ensures adherence to safety rules and regulations. Performs other duties as assigned.

Qualifications:

- One year of experience working in a related recreational position.
- Must be able to work independently and make sound decisions unsupervised.
- Must have the ability to communicate clearly, orally and in writing.
- Must have the ability to deal courteously with the public.

Physical Demands and Work Environment: Requires prolonged standing, stooping, bending, kneeling, climbing and working in tiring and uncomfortable positions. Lifts, carries and sets up materials and equipment weighing up to 40 pounds. Occasionally may handle materials and equipment weighing over 40 pounds with assistance. Work is performed both inside and outside, and is exposed to dirt, paint vapors and fumes, possible electric shock, scrapes, burns and cuts. There may be exposure to weather and temperature extremes outside as well as high noise levels, vibrations, and jolts from tractor and towed equipment. Must follow safety practices and wear issued safety equipment.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.