

Navy Child and Youth Programs  
Teen Employment  
**\*\*\* Job Opportunity Announcement \*\*\***  
NON-APPROPRIATED FUND (NAF) POSITION

**These positions are targeted to students who are at least 14 years old by 22 May 2015 and who are interested in being considered for temporary summer employment within Family Readiness (FR) Programs: Morale, Welfare, and Recreation (MWR) Department; Child and Youth Programs (CYP).**

**ANNOUNCEMENT NUMBER:** NAF-2015-24

**POSITION TITLE:** RECREATION AID, NF-0189-01 (Temporary Flexible)

**SALARY:** \$7.25 per hour

**LOCATION:** NSB Kings Bay, GA

**RELOCATION EXPENSES:** Not Authorized

**AREA OF CONSIDERATION:** Eligible Youth Program participants meeting minimum age requirements.

**OPENING DATE:** 25 March 2015

**CLOSING DATE:** 15 April 2015

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**SUMMARY OF DUTIES:** The employee will be involved in one or more recreational activities. Provides assistance in the oversight of activities and necessary services to authorized patrons, including general information on the use of facilities and equipment. Assists in the programming, planning, and implementation of a variety of recurring and non-recurring activities. Works with assigned personnel to ensure that facilities are maintained in the proper state of cleanliness both inside and out and assists in preparing areas for scheduled events. Ensures adherence to regulations and safety procedures. May assist in maintaining routine reports and/or perform clerical and/or general maintenance duties as needed. Performs other duties as assigned.

**QUALIFICATIONS:** Must be at least 14 years of age by 22 May 2015. Must be able to learn FR/MWR/CYP policies, rules and regulations involving work areas, and have the ability to communicate orally and in writing. Knowledge of basic mathematics and the purpose of recreational equipment and activities desired.

**HOW TO APPLY:** 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 employment of minors, ages 14 and 15, is authorized by DOD 1400-25.M, SC 1403. The employment of all persons less than 18 years of age will follow published State and local standards and requirements, and the FLSA. Such persons may not be employed in or assigned to positions that are hazardous or detrimental to their health. The State and municipality laws concerning minors handling intoxicating beverages will be observed.

Submit the Teen Employment Program Application.

Ensure that the application contains all the information requested or you may lose consideration for the position. Please **DO NOT** submit your Social Security Number (SSN). All documents submitted will become the property of MWR and will not be returned.

**MAIL TO:**

Morale, Welfare, and Recreation  
ATTN: Human Resources  
950 USS James Madison Rd  
Bldg 1039  
Naval Submarine Base  
Kings Bay, GA 31547-2606

**FAX TO:**

(912) 573-2363

**E-MAIL TO:**

[kngsmwrjobs@navy.mil](mailto:kngsmwrjobs@navy.mil)

**IMPORTANT NOTES:**

\*\*Applicants must be United States Citizens.

\*\*Employment is contingent on the successful completion of all required State, Local or National Agency background checks.

\*\*Direct Deposit/Electronic Fund transfer of your paycheck is mandatory and is a condition of employment.

\*\*It is against Federal Regulations to mail applications for Federal employment in Official Government postage-paid envelopes.

\*\*Information on Reasonable Accommodation may be obtained from MWR Human Resources Office at 912-573-8572/4583.

\*\*Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Morale, Welfare and Recreation participates in the E-Verify program. For more information, call 1-888-464-4218.