



JOB TITLE	Recreation Assistant (Adult Sports)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports, & Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR22-0064C
SALARY RANGE	\$17.25 Hourly
OPENING DATE	Thursday, July 28, 2022
FIRST CUT OFF DATE	Thursday, Aug 11, 2022 (every other Thurs until closing date)
CLOSING DATE	Thursday, Sep 22, 2022
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	FLEX; May work between 0-40 hours per week depending on facility needs.
TYPICAL HOURS REQUIRED FOR THIS POSITION:	1600-2100 Monday – Friday & 0800-2100 on Weekdays and Holidays
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Commander Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and active duty service members) within the local commuting area (within a 50 mile radius)

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

- This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Commander Fleet Activities Yokosuka, Japan.
- Incumbent serves in an assistant or support capacity and may perform any or all of the following duties within either of the following sections of the Fitness, Sports, and Deployed Forces Support Branch: Fitness Support, Sports Support, or Aquatics Support.
- The primary function of the position is to ensure proper usage of the facility, assist in the operation of the recreation activity and provide proper collection and disposition of revenues generated at the assigned facility.

DUTIES AND RESPONSIBILITIES

Administrative Support (includes but not limited to):

- Provides customer service to patrons using the facility, to include:
 - Greeting customers;
 - Checking identification cards to ensure only authorized users are entering facility;
 - Issuing and receiving gear/equipment;
 - Registering patrons for facility use, events, and/or classes.
- Answers telephone, providing information in regards to facility hours of operation, upcoming special events and programs, etc.
- Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe.
- Assists in planning, scheduling, and publicizing various activities and maintaining related supplies in order to attract and motivate participants.
- Oversees the sale of retail items associated with activities.
- Evaluates the effectiveness of ongoing Morale, Welfare and Recreation (MWR) fitness activities from the standpoint of participants' responses, resources, and program objectives.

- Monitors patrons, volunteers and contractors at the assigned program/event and reports any issues to management.
- Assists in the selection of fitness, sports, and aquatics activities to be offered, both within the required basic program categories and additional ones possible through available resources and desirable in terms of participant's interests and needs.

Instructional Support (includes but not limited to):

- Monitors assigned participants in indoor and outdoor activities to include intramural sporting events.
- Conducts instructional classes in the assigned recreational area.
- Performs basic fitness orientation; identifies and corrects unsafe fitness techniques.
- Demonstrates procedures common to the activities and instructs in the use of related equipment.
- Establishes/reviews the schedule of events, conducts tours, sets-up/prepares gymnasiums/facilities/playing fields prior to scheduled start time for events (e.g., lap swim, lifeguard training, exercise programs, races, pool parties, sporting events, etc.).
- Ensures adherence to regulations and safety procedures.

Facility/Equipment Maintenance (includes but not limited to):

- Ensures facility and sporting fields are open and/or closed at the posted time.
- Monitors and checks the security of premises.
- Monitors activity within the facility, circulating among the patrons to assist with basic use of equipment/gear and to maintain good order and discipline.
- Ensures athletic playing surfaces are properly maintained, safe, and ready for play.
- Assists in properly cleaning and maintaining equipment/facilities, maintains inventory, performs general janitorial services to ensure interior spaces are in a clean, neat, and orderly state at all times (e.g., sweeping and mopping floors; dusting and cleaning workout areas, mirrors, bathrooms, and locker areas; straightening equipment and accessories, etc.).
- Makes minor repairs to facilities and equipment when appropriate and assists with outdoor maintenance.
- Reports maintenance problems, material deficiencies, and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- **High School Diploma or equivalent required.**
- Knowledge of MWR policies, rules, and regulations involving the work area.
- Knowledge of basic arithmetic to compute charges, disperse change accurately, and prepare reports.
- Knowledge of cash handling procedures.
- Knowledge of basic fitness, aquatics and sports principles.
- Knowledge of safe use and operation of fitness equipment, facility operations, and basic fitness equipment maintenance/repair.
- Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook) and others as they relate to fitness, sports and aquatics programming.
- Skill and ability to provide fitness, aquatics and sports training or orientation.
- Ability to competently and independently carry out day to day recreation operations.
- Ability to develop and effectively deliver presentations and/or training.
- Ability to communicate effectively both orally and in writing.
- General experience of 0-6 months preferred

EDUCATION

- When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package.
- Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States.
- Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.
- All substitutions of education for experience will be made in accordance with OPM approved qualification standards.
- To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required.

- All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study.
 - o *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s).
- Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience.
- For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

- Satisfactorily complete all background checks to include Tier 1 (T1).
- Must be able to work late afternoons-evenings as well as weekends and holidays.
- Must have the ability to perform moderately strenuous physical labor, lifting objects weighing up to 45 pounds unassisted and heavier weight with assistance.
- Must have or be able to obtain and maintain the following certification within 30 days of hire:
 - o Cardiopulmonary Resuscitation and First Aid Certification
- Must have or be able to obtain and maintain the following certifications within 90 days of hire:
 - o Automated External Defibrillator Certification
 - o Blood-borne Pathogen Certification
 - o Navy Basic Fitness Certification
- Occasional travel of less than 10% may be required.
- Must be able to obtain and maintain a National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years and/or a Child Care National Agency Check with Inquires when there is regular contact with children under the age of 18.
- Work schedule is flexible and will vary as required by the needs of the program.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

1. Resume or NAF Application Form
2. Proof of SOFA Status. Acceptable supporting documents include:
 - o PCS Orders (Applicants' name must be listed as approved dependent) (Military)
 - o Family Entry Approval/Dependent Entry Approval (Military)
 - o Sponsor's Letter of Employment (Civilian)
3. [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
4. Proof of Education (if required under "Qualifications Required") such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position
5. If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
6. If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: Applications missing any required document will not be eligible for consideration.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwryokosuka.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, PSC 473 Box 12, FPO AP 96349, Building 1559, in Room 225.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.