



FFR17-0114

**NONAPPROPRIATED FUND
(NAF)**

These positions are targeted to students who are at least 14 years old and who are interested in being considered for temporary Spring employment (Friday, March 24th – Thursday, June 1st, 2017) within Family Readiness (FR) Programs: Morale, Welfare, and Recreation (MWR) Department; Child and Youth Programs (CYP).

POSITION TITLE: RECREATION AID, NF-0189-01 (FLEXIBLE) 12 positions

SALARY: \$7.25/ Hour LOCATION: Multiple

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

OPENING DATE: Monday, January 30, 2017

CLOSING DATE: Friday, February 10, 2017

SUMMARY OF DUTIES: The incumbent will be involved in one or more recreational activity such as community activities, youth activities, outdoor recreation, craft and hobby shops, aquatics, or other similar Family Readiness MWR or CYP services or events. Responsible for providing 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. Ensures adherence to regulations and safety procedures and may assist assigned personnel in the monitoring of change funds, theater tickets, etc. May assist in maintaining routine reports and/or perform clerical and/or general maintenance duties as needed.

QUALIFICATIONS: Incumbent must be at least 14 years of age. 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. Incumbents who may be assigned to the aquatics areas are required to be certified as a lifeguard and must have basic First Aid and CPR Certification.

HOW TO APPLY: All interested applicants should submit a NAF employment application form and/or resume to: CNRJ NAF Human Resources Office, Building 1559, room 225.

Or via email to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume
- OF-306 (Declaration for Federal Employment)
- Copy of Orders and Family Entry Approval (Military) OR Sponsor’s Letter of Employment (Civilian)
- One (1) Letter of Recommendation

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.

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 or positions in child care services. The State and municipality laws concerning minors handling intoxicating beverages will be observed.