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| MWR_Logo_opt1 | **Fleet & Family Readiness Programs NAF Personnel Office** |

**ANNOUNCEMENT #** 13/2020 IN HOUSE

**OPEN DATE**  02/14/2020 **CLOSING DATE** 02/21/2020

**POSITION**: REC SPECIALIST – Instructor NF 0188-03

**PAY**: $14.00 TO $15.00 PER HOUR

**EMPLOYMENT STATUS: REGULAR FULL TIME W/ BENEFITS**

Schedule may include a rotation of days, nights, weekends, and holidays

**LOCATION: FITNESS EXPRESS**

**AREA OF CONSIDERATION: IN HOUSE W/ MWR CORPUS CHRISTI as well as spouse preference eligible candidates**

**DUTIES**: INCUMBENT PLANS, ORGANIZE, AND CONDUCT A PHYSICAL FITNESS PROGRAM. THAT PROVIDES CONDITIONING PROGRAMS FOR AUTHORIZED PATRONS. INSTRUCTS INDIVIDUALS AND GROUPS IN THE PROPER MAINTENANCE OF CONDITIONING AND TRAINING PROGRAMS FOR FITNESS IN AEROBIC, MUSCULAR, BODY COMPOSITION AND FLEXIBILITY TRAINING. CONDUCTS MICRO-FIT TESTING WORKS WITH VARIOUS COMMAND REPRESENTATIVES IN DEVELOPING AND IMPLEMENTING PHYSICAL FITNESS PROGRAMS FOR MILITARY PERSONNEL. INSTRUCTS ALL PATRONS ON THE PROPER USE OF EQUIPMENT, REGISTER STUDENTS, COLLECTS FEES, AND MAINTAIN ATTENDANCE AND APPROPRIATE ACCOUNTING RECORDS, PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

**QUALIFICATIONS:** MUST HAVE A MINIMUM OF THREE YEARS EXPERIENCE THAT DEMONSTRATES A WORKING KNOWLEDGE OF THE ASSIGNED PROGRAM. CERTIFICATION IN CPR AND FIRST AID IS REQUIRED. A DEGREE FROM AN ACREATED COLLEGE / UNIVERSITY IN A RELATED FIELD CAN BE SUBSTITUTED FOR TWO YEARS OF EXPERIENCE

**REQUIREMENTS**: Incumbent must have a high school diploma or equivalent and be over the age of 18. Irregular working hours may be required to include early shift, late shift, evenings and special events as required. EMPLOYMENT WILL BE SUBJECT TO COMPLETION OF A NATIONAL AGENCY CHECK WITH INQUIRIES (NACI) WITH FAVORABLE RESULTS.

\*DIRECT DEPOSIT OF YOUR PAYCHECK IS MANDATORY AND IS A CONDITION OF EMPLOYMENT.

**HOW TO APPLY**:   Forward resume or Non-Appropriated Fund employment application to E-mail address:  NASCC\_MWR\_HR @NAVY.MIL. or FAX resume to 361-961-2891. Website for application: [www.navymwrcorpuschristi.com](http://www.navymwrcorpuschristi.com).

Resume-Include name and contact information for at least three (3) professional references in your resume

.OF-306.  http://www.opm.gov/forms/pdf\_fill/OF306.pdf

.Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

.If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting

documentation (disability, official statements, proof of service, etc). is required.

.If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.)  is required.

.If claiming Military Spouse Preference, a copy of sponsor's orders and Page 2 (applicable for NF-03 and below or equivalent).

.If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

.If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

.If you are a current federal employee, submit your last three evaluations

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