



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

ANNOUNCEMENT # 5/2020 **AMENDED**

OPEN DATE: 01/01/2020

CLOSING DATE: 12/31/2020

POSITION: REC. ASSISTANT NF 0189-02

PAY: \$10.41 Per Hour

EMPLOYMENT STATUS: **FLEXIBLE 0-29 hours per week with no benefits**

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

LOCATION: COMMUNITY RECREATION

AREA OF CONSIDERATION: General public of CORPUS CHRISTI commuting area as well as spouse preference eligible candidates

INTRODUCTION: Performs a variety of duties in support of the Morale, Welfare & Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, and outdoor recreation.

DUTIES: Provides customer service, information and support of Community Recreation programs and activities. Service to MWR customers includes, but is not limited to; checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies. Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs. Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift. Initial log-ins and event registrations. Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories, items and completes inspections upon return. Notifies supervisor or program lead of damage or loss has occurred. Ensures all rental checkout forms are properly completed and reservation and checkout procedures are followed. Conducts inventory, maintains inventory controls and maintains equipment for proper accountability of program equipment and resources. Assists in day-to-day administration of multiple programs to which assigned. Tasks include submission of event after-action reports, patronage data collection and entering program data. Provides administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics. Assists with recruitment, training and scheduling of Community Recreation staff. Actively supports the command statement on adherence to the EEO principles and policies. Adheres to NAVMED P-5010 sanitation requirements.

KNOWLEDGE: Combination of experience related to customer service and or activity base functions... Ability to organize, plan, administer special events and entertainment activities. Must be able to work independently, make sound decisions and have the ability to communicate effectively orally and in writing. Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities. Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interest. Knowledge of the functions, procedures, and operations of recreation activities. Must have strong customer service skills. Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers. Ability to follow oral and written instructions. Knowledge of computers, office procedures and print production.

PHYSICAL DEMANDS: Work may require considerable physical exertion while instructing or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderate heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require working outside for special events.

REQUIREMENTS: Incumbent must have a high school diploma or equivalent, and must have above average computer skills. Must have excellent customer service skills and be able to speak in public. Must also be 18 or older with a state issued drivers license. Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays when the need arises.

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.

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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