



Fleet & Family Readiness Programs  
NAF Personnel Office

**ANNOUNCEMENT #** 5/2023 AMENDED

**OPEN DATE:** 02/27/2023

**CLOSING DATE:** 06/19/2023

**POSITION:** RECREATION ASSISTANT NF-0189-02

**PAY:** \$15.00 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:** FITNESS EXPRESS

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

**INTRODUCTION:** THIS POSITION IS RESPONSIBLE FOR THE COORDINATION AND ECONOMICAL MAINTENANCE OF EQUIPMENT AND FACILITIES, AS WELL AS PROMOTING AND CONDUCTING A DIVERSIFIED FITNESS PROGRAM FOR ALL ELIGIBLE PATRONS.

**DUTIES:** ENSURES ONLY AUTHORIZED PATRONS USE THE FACILITY, ENFORCES POLICY AND REGULATIONS. ENSURES A SAFE ENVIRONMENT BY REGULAR INSPECTION OF EQUIPMENT, FACILITY AND GROUNDS. ENSURES REPAIRS ARE MADE AS EXPEDITIOUSLY AS POSSIBLE. REGULAR AND DETAILED CHECKS FOR SANITATION AND CLEANLINESS. ASSISTS PATRONS REGARDING HOURS, FEES, EQUIPMENT AND ELIGIBILITY REQUIREMENTS. SET UP AND BREAK DOWN FOR SPECIAL EVENTS. CASHIER DUTIES, ISSUES TOWELS AND EQUIPMENT. ANY OTHER DUTIES AS ASSIGNED

**KNOWLEDGE:** EXPERIENCE IN FITNESS FACILITY OPERATION DESIRED. EXPERIENCE IN FITNESS, WITH DEMONSTRATED ABILITY TO MAINTAIN AND PERFORM REQUIRED FUNCTIONS FOR THE OPERATION OF A FITNESS FACILITY. INCUMBENT MUST HAVE THE ABILITY TO REPAIR AND MAINTAIN VARIOUS TYPES OF FITNESS EQUIPMENT TO INCLUDE AEROBIC, STRENGTH (BOTH VARIABLE WEIGHT AND PLATE LOADED) AND OTHER WEIGHT LIFTING EQUIPMENT IN ORDER TO PROVIDE BASIC INSTRUCTION ON PROPER USE. MUST BE NEAT IN APPEARANCE, HAVE A PLEASANT PERSONALITY, BE SENSITIVE TO CHANGING NEEDS AND APPLY TACT AND DIPLOMACY WHEN DEALING WITH CUSTOMERS/PATRONS. MUST USE IMAGINATION AND RESOURCEFULNESS IN SOLVING PROBLEMS. MAY OVERSEE SALE OF RETAIL ITEMS ASSOCIATED WITH THE ACTIVITY. ENSURES ADHERENCE TO SAFETY RULES AND REGULATIONS. ONE TO TWO YEARS EXPERIENCE.

**PHYSICAL DEMANDS:** WORK REQUIRES MODERATE TO STRENUOUS PHYSICAL EFFORT IN PERFORMING DUTIES, FREQUENT BENDING, STOOPING, REACHING, PUSHING AND PULLING, TWISTING AND WALKING. LIFTING MINIMUM OF 50LBS REPETITIVELY. WORK INSIDE AND OUT, EXPOSED TO WEATHER AND TEMPERATURE EXTREMES OUTSIDE AS WELL AS DUST AND DIRT

**REQUIREMENTS:** Incumbent must have a high school diploma or equivalent. Must have excellent customer service skills. Must also be 18 or older with a state issued driver's 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 NASCCMWRJOBS@GMAIL.COM. 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](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

**WE ARE AN E-VERIFY COMPANY. THE DEPARTMENT OF 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.**

. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF HR Office. The decision on granting reasonable accommodations will be on a case by basis.