



Fleet & Family Readiness – Personnel Office
U.S. Naval Station – PSC 819 Box 14
FPO AE 09645-0014

Announcement: **MWR-020-10**

06/11/2010

Closing Date: **Open Until Filled**

1st Cut Off: **06/18/2010**

Cut Offs: every 7 days

Recreation Assistant

FLEXIBLE SCHEDULE (0 to 40 hours per week)

Pay Band: NF-02

Salary Range: \$8.71 – \$17.97

AREA OF CONSIDERATION: Spouses of active duty U.S. military stationed in the Rota commuting area will receive employment preference. In the absence of a best qualified military spouse, spouses of DOD civilian employees, Active Duty and military/civilian family members may be considered for employment.

NOTE: SELECTED APPLICANT WILL NOT LOSE ANY ENTITLEMENT TO FUTURE SPOUSE PREFERENCE ELIGIBILITY FOR ANY OTHER NAF OR GS POSITION. SELECTEE IS SUBJECT TO DIRECT DEPOSIT OF PAY.

This position is located in the Liberty. The incumbent monitors the main store, receives and stocks items. The incumbent also assists in inventories, waits on customers, maintains housekeeping in working area, receives cash and accounts for receipts and general clean-up and opening and closing facility. Submits routine administrative reports to the supervisor, if required.

Performs and/or assists in the operation of the activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties assigned. May assist other facilities as needed and performs other duties as assigned. Applicants must be able to work rotating shifts, nights, weekends, and holidays.

QUALIFICATIONS: Must be a mature and responsible adult able to deal with the public in a professional manner, must be familiar with cash handling and reporting procedures. The incumbent must be creative, and show initiative, be enthusiastic about the quality of live initiative for the MWR Department. Must have experience in a related recreational activity.

Submit application on Form OF 612 to the MWR Personnel Office between the hours 0730 to 1630, Monday through Friday on or before the above closing date. For further information, call the Personnel Office at extension 2596/3263.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified candidates will receive consideration without regard to race, color, region, sex, national origin, age. Disability, marital status or any other non-merit factor.