



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
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 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	YOUTH SPORTS RECREATION ASSISTANT NF-02		
ANNOUNCEMENT #:	308FL-SFP	OPEN:	6 OCT 2009
LOCATION:	Youth Sports – Barber Fitness Center	CLOSE:	Open Until Filled
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$9.00-\$10.00per hour
TYPE OF APPOINTMENT:	FLEX	HOURS:	MWF: 3:30 – 8:30 PM, Occasional Saturday Hours ** Hours subject to change based on business requirements**
<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES

Incumbent is assigned to one or more specialized recreational activities such as the following: Marina/Fishing Pier, Community Activities, ITT Office, Campsites/Cottages, Arts & Crafts, Fitness/Athletics, Golf Course, Skeet Range, Youth Activities, Bowling Center & Stables.

Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Typical assignments may include: establishing schedules of events; applying rules and regulations in supervising assigned youth participants in indoor and outdoor activities; setting up gymnasiums and playing fields for sports events; scheduling and conducting tours and field trips. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinate 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.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise.

Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: Minimum one year experience in a related recreational activity. Skill to demonstrate activities and use of related facility equipment. Skill to learn applicable MCCS policies and procedures. This is a mixed

position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

GENERAL INFORMATION:

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review.

<https://www.donhr.navy.mil/NoFearAct.asp> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397. Fax: 703-784-3460. E-mail: Quantico.vacancies@usmc-mcca.org

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT **MAY BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*