

Recreation Assistant NF-03

DEPARTMENT OF THE ARMY

Army Installation Management Command

Star Spangled Fitness Center

Overview

- **Open & closing dates**

01/11/2018 to 07/11/2018

- **Salary**

\$25,800 to \$31,305 per year

- **Pay scale & grade**

NF 3

- **Work schedule**

Part-Time

- **Appointment type**

Permanent

Locations

Few vacancies in the following location:

- **Fort Polk, LA**

Relocation expenses not reimbursed

No

This job is open to

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The public

U.S. citizens, nationals or those who owe allegiance to the U.S., and excepted service employees.

Announcement number

• Duties

Summary

Join a Global Workforce of approximately 28,000 with a career in Amy Family and MWR! Business Operations Division offers those morale enhancing programs and services for Soldiers, Families, Retirees and Civilians while generating a profit for the NAFI so that we can provide free or discounted programs and services and investment in our infrastructure across the enterprise.

The Area of Consideration for this vacancy announcement is surrounding area (Surrounding area means: Beauregard, Rapides, Sabine, or Vernon Parishes). Note: If you are a Military Spouse moving into the area within 30 days, please respond to this question with 'YES'. (Military Spouse Preference (MSP) and Involuntarily Separated Military Preference (ISMP) Preference eligible candidates are included in the area of consideration.)

This position is located at DFMWR/ Community Recreation Divisions, Star Banged Fitness Center, Fort Polk.

Responsibilities

- Leads and reviews work assignments on a daily, weekly, or longer basis.
- Sets the pace of work to be performed.
- May train lower graded or new employees.
- Serves as a recreation assistant in support of recreational activities applying a practical knowledge of recreational activities and skills in the use of recreation materials, and facilities.
- May be required to help plan, conduct, publicize and arrange support for a variety of sponsored events, social activities, tournaments and related functions.
- Instructs customers in the proper use of equipment and programs within responsibility.
- Issues/receives recreational equipment to authorized users. Cleans and performs minor maintenance on facility equipment.
- May be required to operate a government vehicle.
- Performs other job related duties as assigned.

Highly Qualifying Criteria:

- Must possess experience providing excellent customer service
- Must possess demonstrated experience using a point of sale program to make daily transactions.

Travel Required

Not required

Supervisory status

Yes

Who May Apply

This job is open to...

U.S. and Non- U.S citizens residing in the surrounding area (defined as Beauregard, Rapides, Sabine and Vernon parishes).

Questions? This job is open to 1 group.

- **Job family (Series)**

[0189 Recreation Aid And Assistant](#)

- **Requirements**

Conditions Of Employment

- Direct Deposit and Social Security Card is required
- Meet qualification/eligibility/background requirements for this position
- Satisfactorily complete an employment verification (E-verify) check
- A one year probationary period may be required
- Willing to work irregular hours that may include weekend, weekdays, holidays and night duty.

Conditions of Employment:

1. If selected, a completed and signed copy of our job application form (DA Form 3433) is required prior to entrance on duty. (Click [here](#) to view form).
2. Subject to satisfactory completion of all pre-employment checks in accordance with AR 215-3 to include National Agency Check with Inquiries (NACI).

Qualifications

- Work experience or education directly related to the duties to be performed.

Education

Additional information

Additional selections may be made from this vacancy announcement for up to 90 days after the closing date.

Payment Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.

Please check out our [Applicant Information Kit](#) to view additional information you may find useful when applying for our jobs.

Applications are valid for 6 months days after submission date. Applicants will be referred to selecting officials as additional vacancies occur.

How You Will Be Evaluated

Applicants can claim the following eligibilities:

- NAF Preference - Involuntarily Separated From the Military
- NAF Preference - Spouse Employment Preference (SEP)
- NAF Priority Consideration - Business Based Action
- NAF Priority Consideration - Current Appropriated Funds Employee CNE (APF)
- NAF Priority Consideration - Current/Former NAF Employee (CNE/FNE)
- NAF Priority Consideration - Outside Applicant Veteran (OAV)
- NAF Priority Consideration - Spouse/Widow/Parent of Veteran (OAV)

Background checks and security clearance

Security clearance

[Not Applicable](#)

• Required Documents

The following documents must be submitted with your application:

- Resume

Optional: Our Job Application ([DA Form 3433](#)) will accepted in place of a Resume

The below items are accepted and may be needed to support a qualification and/or a claimed priority/preference:

- DD-214
- If you are claiming Military Spouse preference, you will be required to submit PCS orders and marriage certificate to verify your preference claim at time of application
- Resume
- SF-50

If you are relying on your education to meet qualification requirements:

You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your

education will not be used in making a qualification determination and you may be found "**not qualified**".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education.](#)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

• **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
- [Healthcare insurance](#)
- [Pay and leave](#)

http://cpol.army.mil/employ/NAF/NAF_Applicant_Information_Kit.pdf

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

• **How to Apply**

You may submit your application package using one of the two methods identified below:

1. **Electronically** (preferred) at <https://www.usajobs.gov/> and search for Vacancy Identification Number (VIN)
2. **Manually**: A manual application can be obtained by contacting the servicing NAF Human Resources Office listed on this vacancy announcement.
 - If you would like to apply manually, please contact the servicing NAF Human Resources (HRO) listed on this job announcement to request a copy of the manual application form.
 - All completed manual application forms (along with resume and other supporting documentation) must be received no later than **3:00pm** on the closing date of this announcement in order to process your application in a timely manner.

Neglecting to respond to the job related questions will result in an ineligible rating.

Next steps

Your resume will be reviewed to verify that qualification requirements have been met. We appreciate your interest in this position!

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)
- [Office of Equal Opportunity](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](#)
- [How to contact an agency](#)

Assessment Questions from Army IMCOM Application System

Best Qualified

1. Do you have a minimum of three (3) month's experience with fitness equipment?

- ☐ A. Yes
- ☐ B. No

2. Do you have experience with Microsoft Office? (Word, Excel etc...)

- ☐ A. Yes
- ☐ B. No

Thank you for your interest in a Recreation Assistant position with the Nonappropriated Funds Instrumentalities. Please respond to the question(s) below.
Select "Yes" or "No" to the following question(s).

1. Do you have work experience in support of recreational activities and the use of recreation equipment, materials and facilities?

- ☐ A. Yes
- ☐ B. No

2. Do you have four (4) years of education above high school which includes at least 24 semester hours in courses related to recreation or physical education?

- ☐ A. Yes
- ☐ B. No

3. Your responses to the Eligibility Assessment and Occupational Questionnaire, along with your resume and all supporting documentation are subject to evaluation and verification to ensure accuracy. Please take this opportunity to review your responses to ensure their accuracy.

- ☐ A. Yes, I verify that all of my responses to this questionnaire are true and accurate. I accept that if my supporting documentation and/or later steps in the selection process do not support one or more of my responses to the questionnaire that my application may be rated lower and/or I may be removed from further consideration.
- ☐ B. No, I do not accept this agreement and/or I no longer wish to be considered for this position.