

| ANNOUNCEMENT NUMBER | POSITION | SERIES/GRADE | SALARY / PAY HOUR DOE | FACILITIES | AREA OF CONSIDERATION | CLOSING DATE |
|---|---|---------------|--------------------------|--|-----------------------------------|---------------------------|
| | | POSITION | | | | |
| FFR21-0034A | Library Aid | NF-1411-01 | \$8.50 | Library | SOFA Sponsored | Close: 06/30/2021 |
| | | FLEX | | | | First Cut-off: 04/23/2021 |
| https://www.usajobs.gov/GetJob/ViewDetails/597761800 | | | | | | |
| FFR21-0064A | Club Operations Assistant (Duty Manager) | NF-1101-02 | \$10.00 - \$14.00 | Harbor View Club | SOFA Sponsored | Close: 04/15/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/595146700 | | | | | | |
| FFR21-0071-OC | CY Program Assistant | CY-1702-01/02 | \$10.63 - \$13.03 | Child and Youth Program (Main Base / Hario) | SOFA Sponsored | Close: 12/31/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/590908300 | | | | | | |
| FFR21-0072-OC | CYP Leader | CY-1702-02 | \$14.43 - \$16.35 | Child and Youth Program (Main Base / Hario) | SOFA Sponsored or Seeking SOFA | Close: 12/31/2021 |
| | | RFT | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/591057900 | | | | | | |
| FFR21-0073-OC | CY Program Assistant | CY-1702-01/02 | \$10.63 - \$13.03 | Child and Youth Program (Main Base / Hario) | SOFA Sponsored or Seeking SOFA | Close: 12/31/2021 |
| | | RFT | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/590908100 | | | | | | |
| FFR21-0074 | CYP Operations Clerk | NF-0303-02 | \$12.57 | Child and Youth Program (Main Base / Hario) | SOFA Sponsored or Seeking SOFA | Close: 12/31/2021 |
| | | RFT | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/590908500 | | | | | | |
| FFR21-0075 | Recreation Aid | NF-0189-01 | \$8.00 - \$9.00 | Fleet Fitness Complex | SOFA Sponsored | Close: 04/21/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/593207300 | | | | | | |
| FFR21-0089 | Cook | NA-7404-04 | \$11.64 | Harbor View Club | SOFA Sponsored | Close: 04/21/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/593209200 | | | | | | |
| FFR21-0090A | Waiter/Waitress | NA-7420-03 | \$10.90 | Harbor View Club | SOFA Sponsored | Close: 05/06/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/596300300 | | | | | | |
| FFR21-0099A | Recreation Assistant (Fitness/Sports/Aquatics Support) | NF-0189-02 | \$10.00 | Fleet Fitness Complex | SOFA Sponsored | Close: 05/10/2021 |
| | | RFT | | | | First Cut-off: 04/21/2021 |
| https://www.usajobs.gov/GetJob/ViewDetails/597470200 | | | | | | |

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|---|---|--------------|-------------------------------|------------------------------------|-----------------------------------|---------------------------|
| | | POSITION | | | | |
| FFR21-0111 | Recreation Assistant (Lifeguard) | NF-0189-02 | \$10.00-\$13.00 | Aquatics | SOFA Sponsored | Close: 05/02/2021 |
| | | RFT | | | | First Cut-off: 04/17/2021 |
| https://www.usajobs.gov/GetJob/ViewDetails/597160600 | | | | | | |
| FFR21-0114 | Bar Assistant | NA-7405-02 | \$9.98 | Galaxies Club | SOFA Sponsored | Close: 12/31/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/591508500 | | | | | | |
| FFR21-0150 | Club Operations Assistant (Duty Manager) | NF-1101-02 | \$10.00 - \$14.00 | Galaxies Club | SOFA Sponsored | Close: 11/25/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/593361500 | | | | | | |
| FFR21-0152 | CYP Cook | NA-7404-08 | \$15.03 | Child and Youth Program (Hario) | SOFA Sponsored or Seeking SOFA | Close: 06/30/2021 |
| | | RFT | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/595146300 | | | | | | |
| FFR21-0189 | Recreation Assistant (Lifeguard) | NF-0189-02 | \$10.00-\$12.50 | Aquatics | SOFA Sponsored | Close: 04/25/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/595724900 | | | | | | |
| FFR21-0195 | Supervisory Recreation Specialist (Aquatics Coordinator) | NF-0188-03 | \$35,360 - \$43,680 Yearly | Aquatics | Worldwide | Close: 05/03/2021 |
| | | RFT | | | | First Cut-off: 04/26/2021 |
| https://www.usajobs.gov/GetJob/ViewDetails/598048000 | | | | | | |
| FFR21-0200 | Recreation Assistant (Lifeguard) **Seasonal - Employment will ends 10/2/2021** | NF-0189-02 | \$10.00-\$12.50 | Aquatics | SOFA Sponsored | Close: 05/31/2021 |
| | | FLEX | | | | First Cut-off: 04/29/2021 |
| https://www.usajobs.gov/GetJob/ViewDetails/597912200 | | | | | | |
| FFR21-0211 | Marketing Assistant | NF-0303-02 | \$10.00 | MWR Administrative Office | SOFA Sponsored | Close: 04/26/2021 |
| | | RFT | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/595858300 | | | | | | |
| FFR21-0213 | Cashier | NF-0530-01 | \$8.17 | Hario Gaming | SOFA Sponsored | Close: 04/29/2021 |
| | | FLEX | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/596301000 | | | | | | |
| FFR21-0221 | Recreation Assistant (Outdoor Recreation) | NF-0189-02 | \$10.00 | Outdoor Recreation Center | SOFA Sponsored | Close: 04/16/2021 |
| | | RFT | | | | |
| https://www.usajobs.gov/GetJob/ViewDetails/596456300 | | | | | | |
| FFR21-0229 | Recreation Assistant (Liberty Center) | NF-0189-02 | \$10.00 | Liberty Center | SOFA Sponsored | Close: 05/17/2021 |
| | | RFT | | | | First Cut-off: 04/27/2021 |
| https://www.usajobs.gov/GetJob/ViewDetails/598050900 | | | | | | |

NOTES:

Position which this activity recruits locally; will **NOT** be granted Transportation Agreement or any other benefits normally paid to a "Stateside" Hire.

Eligible spouses of active military personnel will be provided preferential consideration. Attach a copy of Sponsor's PCS Orders and Family Entry Approval.

If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veteran Administration, are required to establish compliance with the requirements for active duty and for separation under honorable considerations.

Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e. non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.

Mandatory participation in Direct Deposit Program.

Once submitted, applications and all attached become the property of MWR Sasebo NAF HRO and **WILL NOT** be returned or copied. please contact:

MWR_Recruitment@fe.navy.mil

Interested Family Members of Active Military and DoD Civilian Personnel including active enlisted military personnels who desire employment during off duty hours are encouraged to submit MWR Employment Application to CNRJ NAF HRO, via email at MWR_Recruitment@fe.navy.mil and CFAS NAF HRO, M-SA-MWRHROOffice@fe.navy.mil.

The Department of the 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 other non-merit factor.



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|--------------------------------|--|
| JOB TITLE | Library Aid |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N922B Community Recreation / Library |
| JOB ANNOUNCEMENT NUMBER | FFR21-0034A |
| SALARY RANGE | \$8.50 Hourly |
| OPENING DATE | Thursday, April 8, 2021 |
| FIRST CUT-OFF DATE | Friday, April 23, 2021 (subsequent cut-offs every 20 days) |
| CLOSING DATE | Wednesday, June 30, 2021 |
| SERIES & GRADE | NF-1411-01 |
| POSITION INFORMATION | FLEX |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area |

JOB SUMMARY

This position is located in the Community Recreation Division of the Fleet Readiness (FR) Department, Fleet Activities Sasebo, Japan. The purpose of the position is to provide administrative and clerical support to the Librarian and patrons of the library.

DUTIES AND RESPONSIBILITIES

- Shelves books, magazines, and other library materials according to the various systems used in libraries and ensures all materials are re-shelved in correct order.
- Reviews library's collection to ensure library materials are maintained in correct order in their assigned areas.
- Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian, and performs minor mending.
- Processes new, rebound, and reconditioned library materials for circulation and reference according to established procedures.
- Assists with annual inventory of collection.
- Assists with automated and manual circulation duties, registering and deleting users, charging and discharging library materials, taking requests for reserves and interlibrary loans, and checking to ensure those requests are filled.
- Assists with processing overdue books.
- Following established procedures, assists with the library procurement/acquisition process.
- Explain library rules to users and ensures that users observe library rules.
- Assists users in locating books and information in card catalogs, databases, and on the shelves, referring difficult questions to higher staff members.
- Performs routine clerical task such as answering the telephone, taking messages, and referring callers or visitors to the appropriate staff member.
- Assists in maintaining and updating library statistics and filing. Uses a variety of word processing software to prepare and print a variety of letters, reports, memos, and other text documents.
- Assists in implementing programs, publicity, and the marketing of library services.
- Accurately shelves a variety of library materials and maintains materials in proper order.
- Accurately processes library materials in accordance with established procedures.
- Accurately performs circulation duties.
- Accurately performs record maintenance and overdue processing.
- Courteously receives and greets visitors and answers their questions.
- Courteously assists users by answering questions regarding library services and rules.
- Promptly, efficiently, and politely provides circulation assistance to users. Courteously assists users in finding materials and information, referring difficult questions to the lead technician and/or Supervisory Librarian.
- Accurately queries databases for requested information.
- Properly and promptly performs routine clerical tasks in accordance with established procedures.

- Promptly and courteously answers telephone calls.
- Notifies appropriate staff member of problems in a timely manner.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position.
- Must be able to read, write, and speak English.
- Must have experience or training that demonstrates the ability to perform simple computer data processing.
- Typing skills are desirable.
- Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items.
- Must be physically able to frequently lift boxes of up to 40 pounds.
- Must be able to reach up to 72 inches with or without the assistance of a step stool.
- Must be able to satisfactorily complete a pre-employment physical.
- Successful completion of a National Agency Check is required
- Must possess skill in dealing with the public.
- 0 – 3 months general experience.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



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|--------------------------------|--|
| JOB TITLE | Club Operations Assistant (Duty Manager) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N923 Business Operations Division / Harbor View Club |
| JOB ANNOUNCEMENT NUMBER | FFR21-0064A |
| SALARY RANGE | \$10.00 - \$14.00 Hourly, Depending on Experience |
| OPENING DATE | Monday, March 15, 2021 |
| FIRST CUT-OFF DATE | Tuesday, March 30, 2021 |
| CLOSING DATE | Thursday, April 15, 2021 |
| SERIES & GRADE | NF-1101-02 |
| POSITION INFORMATION | Flex (Flexible working hours, to include evenings and weekends) |
| NUMBER OF VACANCIES | 2 |
| DUTY LOCATION(S) | Harbor View Club at Commander, Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY DUTIES AND RESPONSIBILITIES

- Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends.
- Responsible for the issues, receipts, and control of cash.
- Makes unscheduled cash counts.
- Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues.
- Inspects and secures facility at the end of the shift.
- Maintains and enforces security for funds, merchandise, supplies, equipment, and property in accordance directives and regulations.
- Must be alert to alcohol abuse and take appropriate action.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- High school diploma or equivalent.
- A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required.
- Familiarity with cash handling procedures and sales operation.
- Ability to communicate both orally and in writing, and to provide work direction to other employees.
- General experience of 0 to 6 months and progressively responsible clerical, office, or other work that indicates the ability acquire the knowledge and skills needed to perform the duties of the of the position to be field.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions

recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

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BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

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- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

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Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd floor, Bldg. PW 47, Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
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|--------------------------------|---|
| JOB TITLE | CY Program Assistant |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N926 Child and Youth Programs /Various |
| JOB ANNOUNCEMENT NUMBER | FFR21-0071-OC |
| SALARY RANGE | \$10.63 - \$13.03 Hourly (Entry Level – Target Level) |
| OPENING DATE | Monday, February 01, 2021 |
| CUT OFF DATE | Cut-offs every 1st and 15th of each month |
| CLOSING DATE | Friday, December 31, 2021 |
| SERIES & GRADE | CY-1702-01/02 |
| POSITION INFORMATION | FLEX |
| NUMBER OF VACANCIES | Various |
| DUTY LOCATION(S) | Commander Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius) |

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

Entry Level (CY-1702-01)

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Intermediate Level (CY-1702-01)

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Target Level (CY-1702-02)

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

Entry Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting AND have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

Target Level (CY-1702-02)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting AND have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

Selecting officials reserve the right to offer selectees position levels based on training and experience. This announcement will cover vacancies in multiple areas/locations of CYP in Sasebo, Japan.

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information**Conditions of Employment Cont.:**

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.org/jobs>.

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**



| | |
|--------------------------------|--|
| JOB TITLE | CYP Leader |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N926 Child and Youth Programs/ Various |
| JOB ANNOUNCEMENT NUMBER | FFR21-0072-OC |
| SALARY RANGE | \$14.43 - \$16.35, DOE and education/training Plus Non-Taxable Post Allowance |
| OPENING DATE | Monday, February 01, 2021 |
| CLOSING DATE | Friday, December 31, 2021 |
| SERIES & GRADE | CY-1702-02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | Various |
| DUTY LOCATION(S) | Sasebo, Japan |
| WHO MAY APPLY | Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) |

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.

- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

- Knowledge of developmentally appropriate programs designed to meet physical, emotional, social and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.

- Skill in understanding interests and motivation of individuals and groups in a CYP environment.
- Skill in program planning, organizing, and employee scheduling.
- Skills to provide leadership, mentoring, and guidance to CY Program
- Ability to identify and respond to emergency situations.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Ability to develop curriculum outlines and lesson plans/guides.
- Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills
- 1 year of experience at the CY-II (GSE-04) Level **OR** completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting **AND** have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. ***If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s).** Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing

date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



| | |
|--------------------------------|--|
| JOB TITLE | CY Program Assistant |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N926 Child and Youth Programs /Various |
| JOB ANNOUNCEMENT NUMBER | FFR21-0073-OC |
| SALARY RANGE | \$10.63 - \$13.03 Hourly (Entry Level – Target Level) Plus Non-Taxable Post Allowance |
| OPENING DATE | Monday, February 01, 2021 |
| CUT OFF DATE | Cut-offs every 1st and 15th of each month |
| CLOSING DATE | Friday, December 31, 2021 |
| SERIES & GRADE | CY-1702-01/02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | Various |
| DUTY LOCATION(S) | Commander Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) |

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.

- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

Entry Level (CY-1702-01)

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Intermediate Level (CY-1702-01)

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Target Level (CY-1702-02)

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

Entry Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting AND have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

Target Level (CY-1702-02)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting AND have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

Selecting officials reserve the right to offer selectees position levels based on training and experience. This announcement will cover vacancies in multiple areas/locations of CYP in Sasebo, Japan.

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable

diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

Per Department of Defense Instruction (DoDI) 1402.05 Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either civilian or military court (to include any general, special, or summary court-martial conviction or if they received non-judicial punishment [under Article 15 or chapter 47 of Title 10, U.S.C]) for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.org/jobs>.

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**



| | |
|--------------------------------|---|
| JOB TITLE | CYP Operations Clerk |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N926 Child and Youth Programs |
| JOB ANNOUNCEMENT NUMBER | FFR21-0074 |
| SALARY RANGE | \$12.57 Hourly Plus Non-Taxable Post Allowance |
| OPENING DATE | Monday, February 01, 2021 |
| FIRST-CUTOFF DATE | Monday, February 15, 2021 (cut-offs every 1 st and 15 th of each month) |
| CLOSING DATE | Friday, December 31, 2021 |
| SERIES & GRADE | NF-0303-02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 3 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) |

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Centers (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program.

DUTIES AND RESPONSIBILITIES

The CYP operations Clerk performs a combination of duties related to one or more components of the CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. These tasks are summarized below.

Record Keeping and Reporting

- Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA).
- Ensures child registration and enrollment paperwork is complete and current.
- Ensures that all USDA food program records are accurate, up-to-date and readily available.
- Reviews and submits completed paperwork for background checks.
- Maintains office files and records.
- Provides required information to requesting agencies that include but are not limited to Family Advocacy, Naval Investigative Services, Environment, Safety and Fire personnel, and USDA.
- Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner.
- Conducts research of records and follows up in order to resolve discrepancies and problems.
- Notifies supervisor of any discrepancies and informs supervisor of any issues/ problems that cannot be resolved.

Liaisons with Families and Programs

- Provides front desk coverage, logs children in and out of the facility, and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures.

- Assists with dissemination of information to CDH providers regarding training schedules, certification process, application status, and USDA reporting requirements.
- Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate.
- Performs assigned resource and referral duties and assists in maintaining current waiting list.

Fees and Supplies

- Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments.
- Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures.
- Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered.

Additional Responsibilities

- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

QUALIFICATIONS PREFERRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

- Knowledge of administrative support functions.
- Knowledge of general office automation software, practices and procedures in order to accomplish various work assignments. Knowledge of military CDC, CDH, SAC, YP, R&R and the USDA Food Programs.
- Ability to maintain a computerized database. Working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system.
- Ability to maintain accurate reports and records and military style documents.
- Ability to communicate effectively in English, both verbally and in writing.
- Skill in cash handling required.
- 2 years of administrative experience.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Satisfactorily obtain or complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and

Youth Programs.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a basis for removal from this position.

Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position

- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>.

Or submit all required documents to CNRJ NAF Human Resources Office, Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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| | |
|--------------------------------|---|
| JOB TITLE | Recreation Aid (Fleet Fitness Complex) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N921C Fitness, Sports & DFS / Fleet Fitness Complex |
| JOB ANNOUNCEMENT NUMBER | FFR21-0075 |
| SALARY RANGE | \$8.00 - \$9.00 Hourly |
| OPENING DATE | Wednesday, February 24, 2021 |
| FIRST CUT-OFF DATE | Wednesday, March 10, 2021 (subsequent cut-offs every 20 days) |
| CLOSING DATE | Wednesday, April 21, 2021 |
| SERIES & GRADE | NF-0189-01 |
| POSITION INFORMATION | FLEX (Flexible working hours, including evenings and weekends) |
| NUMBER OF VACANCIES | 6 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius) |

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC). Incumbent performs a variety of duties in support of the Recreation Program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies, fitness and sports.

DUTIES AND RESPONSIBILITIES

- Performs duties assigned and provides necessary services to authorized patrons, including general information and support of recreation and fitness programs. Provides information concerning facilities and operation.
- Ensures adherence to regulations, safety, and security procedures. Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties as needed.
- Performs numerous functions in support of recreation and fitness program delivery to include inventory control, equipment inspection, restocking, point of sale system operation, and cash handling. Operates a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loans, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, and makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation events set up and break down.

QUALIFICATIONS REQUIRED

- General experience of 0-3 months and/or high school graduate or equivalent.
- Knowledge of the MWR department in order to answer customer questions and/or refer customers to the appropriate activity.
- Skilled in keyboarding to include operation of point of sale systems as well as desktop computers.
- Ability to perform basic computer operations.
- Ability to read and comprehend in order to adhere to published rules, regulations, standard operating procedures, checklists, and other guides.
- Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.). Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, and division).
- Ability to identify customer needs, deliver expected service and/or resolve routine customer

issues. Ability to communicate effectively both orally and in writing.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 210.

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: (315) 243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

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| | |
|--------------------------------|--|
| JOB TITLE | Cook |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N923 Business Operations Division / Harbor View Club |
| JOB ANNOUNCEMENT NUMBER | FFR21-0089 |
| SALARY RANGE | \$11.64 Hourly |
| OPENING DATE | Wednesday, February 24, 2021 |
| FIRST CUT-OFF DATE | Wednesday, March 10, 2021 (cut-offs every 2 weeks) |
| CLOSING DATE | Wednesday, April 21, 2021 |
| SERIES & GRADE | NA-7404-04 |
| POSITION INFORMATION | FLEX |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area |

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables.
- Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings.
- Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets.
- May prepare and bake pizza.
- Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading.
- Weighs, measures, and dispenses foods in accordance with portion controls.
- Mixes ingredients according to precisely written recipes.
- Sets up and replenishes salad bar.
- Covers, dates, and stores leftovers according to established procedures.
- Cleans and maintains equipment and work areas.
- Maintains accurate food inventories and rotates stock items to prevent spoilage.

ADDITIONAL RESPONSIBILITIES

- Kitchens are often warm and noisy.
- Exposed to steam, fumes, odors, danger of falling, burns, and cuts.
- Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.
- Performs other related duties as required.

QUALIFICATIONS REQUIRED

- Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods.
- Ability to read and understand written food service material such as food labels, standardized recipes, etc.
- Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings.
- Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required.
- Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time.
- Knowledge of sanitation principles.
- Ability to do the work of the position without more than normal supervision.

EDUCATION

When education is a basic requirement for the position, or when substituting education for

experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

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BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

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- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

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Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and **MUST** be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing

date reflected on the vacancy announcement.

AGENCY CONTACT INFO

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NAF Human Resources Office (N941)
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FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
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| | |
|--------------------------------|--|
| JOB TITLE | Waiter/Waitress |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N923 Business Operations Division / Harbor View Club |
| JOB ANNOUNCEMENT NUMBER | FFR21-0090A |
| SALARY RANGE | \$10.90 Hourly |
| OPENING DATE | Thursday, March 25, 2021 |
| FIRST CUT-OFF | Friday, April 9, 2021 (subsequent cut-offs every 20 days |
| CLOSING DATE | Thursday, May 6, 2021 |
| SERIES & GRADE | NA-7420-03 |
| POSITION INFORMATION | Flex (Flexible working hours, including evenings and weekends) |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC).

DUTIES AND RESPONSIBILITIES

Performs necessary preparations in assigned area prior to opening the dining room such as; setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. Prepares back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Must be familiar with the menu for the day, offer suggestions if requested, record desired selections from guests and turn in the order for preparation to the kitchen. Serves side dishes such as salads, fruit dishes, bread, wine or other beverages. When meal is completed, clears and cleans table and the immediate area, and resets the table in preparation for the next guests. Performs other related duties as required. Must meet minimum age requirement.

QUALIFICATIONS REQUIRED

Skill to serve beverages and meals in the proper manner and sequence. Knowledge of proper food handling techniques such as the correct side to serve from and the correct side to remove from. Knowledge of the composition of all food items on the menu, whether American or foreign; the available beverages and wines and which wines complement specific meals and their proper serving temperatures. Skill in proper table setting techniques. Knowledge of simple math calculations in order to tabulate checks. Ability to recognize intoxicated patrons when serving alcohol.

Ability to do the work of the position without more than normal supervision.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work varied work schedules to include evenings, weekends, and holidays.

Must be at least 20 years of age.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable).

Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd floor, Bldg. PW 47, Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: (315) 243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



| | |
|--------------------------------|--|
| JOB TITLE | Recreation Assistant (Fitness/Sports/Aquatics Support) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N921 Fitness, Sports & Aquatics / Fleet Fitness Complex |
| JOB ANNOUNCEMENT NUMBER | FFR21-0099A |
| SALARY RANGE | \$10.00 Hourly Plus Non-Taxable Post Allowance, if eligible |
| OPENING DATE | Tuesday, April 6, 2021 |
| FIRST CUT-OFF DATE | Wednesday, April 21, 2021 |
| CLOSING DATE | Tuesday, May 10, 2021 |
| SERIES & GRADE | NF-0189-02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Commander, Fleet Activities (CFAS), Sasebo, Japan. Incumbent serves in an assistant or support capacity and may perform any or all of the following duties within either of the following sections of the Fitness, Sports, and Deployed Forces Support Branch: Fitness Support, Sports Support, or Aquatics Support. The primary function of the position is to ensure proper usage of the facility, assist in the operation of the recreation activity and provide proper collection and disposition of revenues generated at the assigned facility.

DUTIES AND RESPONSIBILITIES

Provides customer service to patrons using the facility, to include: greeting customers; checking identification cards to ensure only authorized users are entering facility; issuing and receiving gear/equipment; and registering patrons for facility use, events, and/or classes. Answers telephone, providing information in regards to facility hours of operation, upcoming special events and programs, etc. Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe. Assists in planning, scheduling, and publicizing various activities and maintaining related supplies in order to attract and motivate participants. Oversees the sale of retail items associated with activities. Evaluates the effectiveness of ongoing Morale, Welfare and Recreation (MWR) fitness activities from the standpoint of participants' responses, resources, and program objectives. Monitors patrons, volunteers and contractors at the assigned program/event and reports any issues to management. Assists in the selection of fitness, sports, and aquatics activities to be offered, both within the required basic program categories and additional ones possible through available resources and desirable in terms of participant's interests and needs. Monitors assigned participants in indoor and outdoor activities to include intramural sporting events. Conducts instructional classes in the assigned recreational area. Performs basic fitness orientation; identifies and corrects unsafe fitness techniques. Demonstrates procedures common to the activities and instructs in the use of related equipment. Establishes/reviews the schedule of events, conducts tours, sets-up/prepares gymnasiums/facilities/playing fields prior to scheduled start time for events (e.g., lap swim, lifeguard training, exercise programs, races, pool parties, sporting events, etc.). Ensures adherence to regulations and safety procedures. Ensures facility and sporting fields are open and/or closed at the posted time. Monitors and checks the security of premises. Monitors activity within the facility, circulating among the patrons to assist with basic use of equipment/gear and to maintain good order and discipline. Ensures athletic playing surfaces are properly maintained, safe, and ready for play. Assists in properly cleaning and maintaining equipment/facilities, maintains inventory, performs general janitorial services to ensure interior spaces are in a clean, neat, and orderly state at all times (e.g., sweeping and mopping floors; dusting and cleaning workout areas, mirrors, bathrooms, and locker areas; straightening equipment and accessories, etc.). Makes minor repairs to facilities and equipment when appropriate and assists with outdoor maintenance. Reports maintenance problems, material deficiencies, and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor.

QUALIFICATIONS REQUIRED

- High School Diploma or equivalent.
- Knowledge of MWR policies, rules, and regulations involving the work area.
- Knowledge of basic arithmetic to compute charges, disperse change accurately, and prepare reports.
- Knowledge of cash handling procedures. Knowledge of basic fitness, aquatics and sports principles.
- Knowledge of safe use and operation of fitness equipment, facility operations, and basic fitness equipment maintenance/repair.
- Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook) and others as they relate to fitness, sports and aquatics programming.
- Skill and ability to provide fitness, aquatics and sports training or orientation.
- Ability to competently and independently carry out day to day recreation operations.
- Ability to develop and effectively deliver presentations and/or training.
- Ability to communicate effectively both orally and in writing.
- General experience of 0-6 months preferred.

CONDITIONS OF EMPLOYMENT

Must be able to obtain and maintain a National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years and/or a Child Care National Agency Check with Inquires when there is regular contact with children under the age of 18.

Occasional travel of less than 10% may be required.

Must have or be able to obtain and maintain the following certification within 30 days of hire:
Cardiopulmonary Resuscitation and First Aid Certification

Must have or be able to obtain and maintain the following certifications within 90 days of hire:

Automated External Defibrillator Certification

Blood-borne Pathogen Certification

Navy Basic Fitness Certification

Must have the ability to perform moderately strenuous physical labor, lifting objects weighing up to 45 pounds unassisted and heavier weight with assistance.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 212.

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and **MUST** be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



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|--------------------------------|--|
| JOB TITLE | Recreation Assistant (Lifeguard) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N921 Fitness, Sports, & Deployed Forces Support |
| JOB ANNOUNCEMENT NUMBER | FFR21-0111 |
| SALARY RANGE | \$10.00 - \$13.00 Hourly, Depending on Experience Plus non-taxable Post Allowance, if eligible |
| OPENING DATE | Friday, April 2, 2021 |
| FIRST CUT-OFF DATE | Saturday, April 17, 2021 |
| CLOSING DATE | Sunday, May 2, 2021 |
| SERIES & GRADE | NF-0189-02 |
| POSITION INFORMATION | Regular Full-time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Branch of Commander, Fleet Activities Sasebo, as a Water Safety/Swim Instructor for the Aquatics Program. The primary function of this position is to instruct swimming and water safety classes at the Aquatics facility for patrons of all ages.

DUTIES AND RESPONSIBILITIES

- Instructs various levels of swimming including various strokes (e.g., front crawl, back crawl, elementary backstroke, breaststroke, sidestroke, butterfly, etc.).
- Teaches students from age groups of infant through adult. Instructs basic diving, safety and survival skills to students. Works with lifeguards to ensure swim lessons are safe at all times.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Plans and organizes instruction methods and goals that support the general teaching outlines provided by the Aquatics Program Manager and the certifying organization.
- Organizes and directs activities of students in order to provide a high level of quality instruction for all pool patrons.
- Develops swim program according to student's ability and promotes students to higher levels of swimming according to their skills.
- Provides individual feedback to parents/guardians regarding student's swimming developments and achievements.
- Provides introductory equipment orientations, when needed.
- Inspects equipment used for swim instruction, ensuring they are within the condition required by environmental health standards and informs supervisor of deficiencies.
- Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy.
- Completes and submits records and documentation of completed lessons to the Aquatics Program Manager and the American Red Cross office.
- Works with the Aquatics Program Manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels.
- Prepares and completes accident/incident reports during emergency situations. Notifies management of all emergencies immediately.
- Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).
- Completes regular cleaning and tidying of equipment used for swim lessons to ensure the maintenance of a safe environment for staff and patrons.
- Answers telephone providing information in regards to facility hours of operation, upcoming special events and programs, etc.
- Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of

money collected and dropping the cashier bag in the drop safe.

QUALIFICATIONS REQUIRED

- Knowledge of the organization's instructional methods and goals. Knowledge of DoD, DON, and CNIC aquatic assessment and testing policy.
- Knowledge of basic water safety equipment utilized for various age groups.
- Knowledge of basic first aid procedures to include automated external defibrillator and blood-borne pathogens.
- Knowledge of basic arithmetic and cash handling procedures to compute charges, disperse change accurately, and prepare reports.
- Ability to complete a 300 yard swim in less than 10 minutes.
- Ability to assess and provide instruction on various swimming skills, basic diving, and water safety skills to various age groups ranging from infant through adult.
- Ability to plan and organize appropriate skill- and age-based swimming instruction.
- Ability to handle/rescue persons in the water of various sizes, who may panic or be unconscious.
- Ability to enforce rigid safety regulations to ensure maximum protection of swimmers.
- Ability to communicate effectively both orally and in writing.
- Approved and current nationally recognized certification as a Lifeguard/First Aid/ and CPR Certification.

CONDITIONS OF EMPLOYMENT

- Must be able to satisfactorily complete background investigation - National Agency Check with Written Inquiries (NACI), upon hiring and renew every 5 years or a Child Care National Agency Check with Inquiries when there is regular contact with children under the age of 18.
- Must be able to lift 50 lbs.
- Must be able to work varied work schedules to include nights, weekends and holidays.
- Must be able to work with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).
- Must possess or be able to obtain the following certifications: Water Safety Instructor (in accordance with CNICINST 1710.3); Lifeguard Training Certification (in accordance with CNICINST 1710.3); Cardiopulmonary Resuscitation for the Professional Rescuer and Healthcare Providers; First Aid, to include Automated External Defibrillator Certification; and Blood Borne Pathogens.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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| | |
|--------------------------------|--|
| JOB TITLE | Bar Assistant |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N923 Business Operations Division / Galaxies Club |
| JOB ANNOUNCEMENT NUMBER | FFR21-0114 |
| SALARY RANGE | \$9.98 Hourly |
| OPENING DATE | Friday, February 5, 2021 |
| FIRST CUT-OFF DATE | Friday, February 15, 2021 |
| CLOSING DATE | Open Until Filled |
| SERIES & GRADE | NA-7405-02 |
| POSITION INFORMATION | FLEX |
| NUMBER OF VACANCIES | 3 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent assists in the operation of a full service bar from which all types of alcoholic and non-alcoholic drinks are mixed and served. (Must meet minimum age requirements.)

DUTIES AND RESPONSIBILITIES

- Sets up full service, limited service, and special party or banquet bars with the necessary supplies such as beverages, mixes, condiments, ice, and a variety of liquors and liqueurs, prior to opening the bar.
- Continually checks the cleanliness of the bar, its equipment and the bar area, and resupplies as needed or as directed by the bartender.
- Disposes of waste materials.
- Unloads and stacks all necessary supplies, cleans and replaces pressurized containers.
- Skill to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons.
- Ability to mix and serve simple drinks under close technical guidance of a Bartender.
- Ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed.
- Receives specific instructions concerning completion of assignments and makes simple decisions such as the type and amount of bar supplies needed from the storage room.
- With unusual assignments, the supervisor frequently checks the work, whereas repetitive assignments are completed with minimal supervision.
- Work requires frequent light to moderate lifting and carrying of objects weighing 5 to 15 lbs. and pushing and pulling objects weighing 10 to 20 lbs.
- Occasionally required to lift up to and over 40 lbs. Heavier objects such as beer kegs are usually transported with the aid of a dolly.
- Work is normally performed inside with adequate light, heat and fresh air.
- May be exposed to the possibility of chapped hands, bruises, and cuts

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

- Must be at least 20 years of age.
- Must have the ability to meet and converse with the public in a friendly and courteous manner and work harmoniously with co-workers and members of the MWR Department.
- Must be able to stand and walk for long periods of time and be able to work day, night and weekend shifts, including holidays.
- Must complete the Food Handler's Certification satisfactorily.

- Must be able to work harmoniously with co-workers and members of the MWR Department.

CONDITIONS OF EMPLOYMENT

- Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).
- Must be at least 20 years of age.
- Must be able to work day, night and weekend shifts, including holidays.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan

NAF Human Resource Office (N941)

PSC 473 Box 12

FPO AP 96349-0001

Please visit our webpage at <http://www.navy.mwr.sasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan

NAF Human Resources Office (N941) Commander, Navy Installation Command

PSC 473 Box 12 Tel: (315) 243-5446 / 046-816-5446

FPO AP 96349-0001 Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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| | |
|--------------------------------|--|
| JOB TITLE | Club Operations Assistant (Duty Manager) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N923 Business Operations Division / Galaxies Club |
| JOB ANNOUNCEMENT NUMBER | FFR21-0150 |
| SALARY RANGE | \$10.00 - \$14.00 Hourly, Depending on Experience |
| OPENING DATE | Thursday, February 25, 2021 |
| FIRST CUT-OFF DATE | Thursday, March 11, 2021 (cut-offs every 2 weeks) |
| CLOSING DATE | Thursday, November 25, 2021 |
| SERIES & GRADE | NF-1101-02 |
| POSITION INFORMATION | Flex |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY DUTIES AND RESPONSIBILITIES

- Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends.
- Responsible for the issues, receipts, and control of cash.
- Makes unscheduled cash counts.
- Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues.
- Inspects and secures facility at the end of the shift.
- Maintains and enforces security for funds, merchandise, supplies, equipment, and property in accordance directives and regulations.
- Must be alert to alcohol abuse and take appropriate action.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required.
- Familiarity with cash handling procedures and sales operation.
- Ability to communicate both orally and in writing, and to provide work direction to other employees.
- General experience of 0 to 6 months and progressively responsible clerical, office, or other work that indicates the ability acquire the knowledge and skills needed to perform the duties of the of the position to be field.
- Must have a high school diploma or equivalent.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the

Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd floor, Bldg. PW 47, Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



| | |
|--------------------------------|---|
| JOB TITLE | CYP Cook |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N926 Child and Youth Programs |
| JOB ANNOUNCEMENT NUMBER | FFR21-0152 |
| SALARY RANGE | \$15.03 Hourly Plus Non-Taxable Post Allowance |
| OPENING DATE | Monday, March 15, 2021 |
| FIRST CUT-OFF DATE | Tuesday, March 30, 2021 (follow-on cut-offs every 20 days) |
| CLOSING DATE | Wednesday, June 30, 2021 |
| SERIES & GRADE | NA-7404-08 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Hario Village CDC, Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) |

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Cook position is to perform a variety of food preparation and food service tasks for the CYP. This position is located in a Child Development Center (CDC) but may assist with food preparation for the School Age Care (SAC) Program.

DUTIES AND RESPONSIBILITIES

- The CYP Cook performs various tasks or a sequence of tasks in food service preparation.
- Tasks consist of several steps that require attention to work operation and follow and established sequence of work.
- Prepares all types of meats, poultry, seafood, vegetables, fruit sauces, and gravies for menus
- Prepare, cook, season, and portion food for all meals by following standardized recipes at different levels of difficulty and plan, regulate, and schedule cooking procedures so that numerous completed food products are ready at the appropriate temperature at a time.
- Plan and prepare or coordinate the preparation of an entire meal.
- Prepare menu items using special or difficult recipes that require numerous interrelated steps, many ingredients, lengthy preparation time.
- Prepare a variety of menu items using several different and complex methods of preparation such as cool or chill.
- Designs, implements and maintains specialized and general office.
- Monitor temperatures and steam pressures, evaluate the condition of food being cooked at frequent intervals, and turn and baste meat to add flavor and to prevent uneven cooking and drying out.
- Modify recipes for ingredient quantities, the number of servings, and the size of the equipment available.
- May perform the following: cleaning serving carts, food preparation areas, cupboards, drawers, and dishwashing areas; set up and operate a mechanical dishwasher; scrapes, soaks, scours, and scrubs the heavier cooking utensils such as mixing bowls and pots; performs heavy-duty cleaning tasks throughout the food service and related areas, such as cleaning ceilings; cleaning exhaust hoods; cleaning spaces under and behind kitchen equipment, including moving the equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigerators and freezers; and sanitizing garbage room.
- Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures.
- Labels and dates all items in refrigerators and freezers and stores leftovers in accordance with sanitation and health standards. Stores canned, boxed, and/or frozen items in food storage area.
- May unload food and supplies from delivery trucks. Responsible for complying with security, fire and sanitation rules, policies, procedures, and regulations. Ensures compliance with U.S. Agriculture

(USDA) Child and Adult Care Food Program (CACFP), and all pertaining standards, policies, and regulations.

- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- Incumbent must be at least 18 years of age with a High School Diploma or equivalent.
- Knowledge and understanding of food handling techniques, personal hygiene standards, and safe work procedures.
- Thorough knowledge of the full range of food preparation principles including the techniques and procedures necessary to develop new or revise current recipes and to prepare and cook food in large quantities.
- Working knowledge of sanitation standards and procedures to prevent contamination, such as the need to clean equipment previously used for raw food before further use and the need to use a chemical sanitizer or maintain proper water temperature when cleaning dishes.
- Skill to perform tasks involving several procedures to prepare and cook food in large quantities.
- Skill to overcome practical production problems, evaluate final food products, and initiate corrective action when an item does not meet established quality standards.
- Skill to develop standardized recipes for quantity cooking; able to expand and modify recipes according to the capacity of the equipment in the kitchen as well and in response to adjustments in the number of servings required.
- Skill to manage various cooking processes so that food items are served at their peak taste, texture, and appearance with minimum holding periods and so that safe and critical temperature and time control points are met.
- Ability to coordinate a full range of food preparation activities involving quantity food production where a number of items are cooked simultaneously and require varied cooking methods, timing requirements, many ingredients, and numerous interrelated steps.
- Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skill.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must pass a pre-employment physical, provide evidence of immunization, and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DoD's Child and Youth Programs.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
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- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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| | |
|--------------------------------|--|
| JOB TITLE | Recreation Assistant (Lifeguard) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N921 Fitness, Sports, and Deployed Forces Support |
| JOB ANNOUNCEMENT NUMBER | FFR21-0189 |
| SALARY RANGE | \$10.00 - \$12.50 Hourly, depending on Experience |
| OPENING DATE | Friday, March 19, 2021 |
| FIRST CUT-OFF DATE | Friday, April 2, 2021 |
| CLOSING DATE | Sunday, April 25, 2021 |
| SERIES & GRADE | NF-0189-02 |
| POSITION INFORMATION | FLEX (Flexible working hours, to include evenings and weekends) |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Fitness Complex at Commander, Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Fleet Activities Sasebo, Japan. Incumbent provides lifeguard duties; is responsible for safeguarding the lives of persons at the assigned work area; assists with Aquatic training, education, and general support at the installation.

DUTIES AND RESPONSIBILITIES

Performs all pool lifeguard responsibilities (e.g., supervising swimmers/patrons and their activities, monitoring all natural water activities, applying first aid, enforcing safety rules, reporting safety hazards to supervisor, performing water rescues as necessary, etc.). Observes conditions of area assigned (e.g., possible hazards, water/chemical conditions, wind and weather, etc.) to ensure a safe environment, removing hazardous materials when necessary (e.g., floating debris, glass, etc.). Performs rescue work, promptly renders cardiopulmonary resuscitation (CPR) or emergency first aid, and calls for medical assistance as necessary. Conducts and documents pool chemical testing results. Checks chlorine and pH levels on a scheduled basis; notifies Certified Pool Operator or supervisor of chemical imbalances; adjusts chemicals as directed. Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy. Provides introductory equipment orientations, as needed. Checks identification cards for authorized patrons and collects usage fees, if applicable. Serves as the primary liaison between the activity, security, medical departments, and Aquatics Coordinator during emergency situations. Performs cleaning duties (e.g., basic janitorial services, vacuuming, skimming, etc.) and routine facility maintenance as assigned by Aquatics Coordinator. Inspects stands, boards, ropes, safety gear and condition of the dressing rooms, ensuring they are within the condition required by environmental health standards. Informs supervisor of deficiencies. Uses and maintains care of emergency equipment (e.g., specialized kits and bags, backboards, suction devices, splints, stretchers, monitoring equipment, etc.). Enforces applicable policies and procedures of Morale, Welfare, and Recreation (MWR) regarding the use of Aquatic facilities. Prepares accident/incident reports during emergency situations. Notifies management of all emergencies immediately. Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).

QUALIFICATIONS REQUIRED

Knowledge of pool safety rules. Knowledge of DoD, DON and CNIC policies and procedures governing aquatic assessment testing and certifications. Knowledge of applicable policies and procedures of MWR regarding the use of Aquatic facilities. Knowledge of cash handling procedures. Ability to appropriately identify hazards or hazardous situations and identify a patron's need for assistance immediately. Ability to tactfully, but forcefully, provide instruction on water safety, facility rules and regulations, and enforce them. Ability to conduct routine safety inspections of the facility and pool area to ensure they meet environmental health standards. Knowledge of and ability to conduct pool chemical testing, document the results, and adjust chemical imbalances, as directed. Ability to exercise control over a large group of

people. Ability to communicate effectively both orally and in writing.

Approved and current nationally recognized certification as a Lifeguard/First Aid/ and CPR Certification.

CONDITIONS OF EMPLOYMENT

Must be able to satisfactorily complete background investigation - National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years.

Must have or be able to obtain and maintain a valid state driver's license.

Must be able to work varied work schedules to include nights, weekends and holidays.

Must be able to work with hazardous and biohazardous materials (e.g., cleaning agents, pool chemicals, blood, etc.).

Must be able to pass an initial and recurrent physical agility test.

Must possess and maintain the following certifications: Lifeguard Training Certification in accordance with CNICINST 1710.3; CPR for the Professional Rescuer and Healthcare Providers; First Aid to include Automated External Defibrillator Certification; and Blood Borne Pathogens.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)

Commander, Navy Installation Command

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| | |
|--------------------------------|---|
| JOB TITLE | Supervisory Recreation Specialist (Aquatics Coordinator) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N921 Fitness, Sports & DFS / Fleet Fitness Complex |
| JOB ANNOUNCEMENT NUMBER | FFR21-0195 |
| SALARY RANGE | \$35,360 - \$43,680 Yearly, Depending on Experience Plus Non-Taxable Post Allowance & Living Quarters Allowance, if eligible |
| OPENING DATE | Monday, April 12, 2021 |
| FIRST CUT-OFF DATE | Monday, April 26, 2021 |
| CLOSING DATE | Monday, May 3, 2021 |
| SERIES & GRADE | NF-0188-03 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Worldwide |

JOB SUMMARY

Plans and organizes structured classes that provide opportunities to learn basic swimming skills that will enable patrons to utilize their leisure time at the pool safely. Will offer lifesaving courses, water aerobics classes, and conduct water polo and water basketball contests. Introduces the community to directed and self-directed entertainment at the pool to include bands, commercial sponsorship activities; a variety of club programs, outdoor dances, mystery nights, talent show, and outdoor film screening.

DUTIES AND RESPONSIBILITIES

- Incumbent recommends and justifies annual operating budget (APF and NAF) for inclusion in the overall FR Department budget submission. Budget requests are based on a need assessment of the population served and include projected payroll, equipment, awards, training, maintenance and upkeep of facilities. Estimated projected include derived from fees, charges and other miscellaneous fund-raising initiatives. Budget submissions must meet assigned self-sufficiency requirements.
- Arranges for all supplies and equipment necessary to support programs. Ensures program internal controls are established to protect income, minor property, fixed assets, resale merchandise, supplies, records, etc.
- Develops, plans, and coordinates fund raising activities such as special events, concession operations, etc.
- Assures that fire, safety, security and sanitation inspections are conducted and routine maintenance of facilities is performed. Takes remedial action as applicable to correct deficiencies. Ensures work requests are submitted to Public Works Department and monitors completion. Responsible for the following facilities, outdoor swimming pool and surrounding grounds, indoor swimming pool, and office space.
- Assist in planning and design of construction projects that may include facility renovations and new construction.
- Maintains telephone and personal contact with responsible representative of the command, special interest groups, local community officials, civic organizations and school authorities. Represents FR at conferences, seminars, discussions and formal and informal meetings attended by all levels of personnel.
- Resolves complaints from patrons and solicits feedback to improve quality of service provided.
- Coordinates program efforts with managers of other FR areas such as Athletics, Clubs, Child Development, Youth Activities, and the FF central office.
- Initiates publicity request for TV, radio, Plans of the Day, Newsletters and all form of advertising. Markets pool programs and activities through articles, publicity and TV/radio appearances.
- Perform all other duties as assigned.

QUALIFICATIONS REQUIRED

- Knowledge of the goals, philosophies, techniques and methods used in organizing leisure time activities at indoor and outdoor swimming pools as would be gained through a full four year undergraduate curriculum with emphasis in recreation.
- Knowledge of the entire scope of aquatic activities and their suitability for individuals and groups of all ages and interests. Ability to market the program and motivate eligible patrons.
- Knowledge of constraints placed on the Fleet Readiness Program and ability to utilize resources effectively. Knowledge of the Affirmative Action Program and support of it and all day-to-day activities.
- Knowledge of a variety of technical areas such as facility and grounds maintenance, pool safety regulations, specialized equipment, patron health concerns, pool sanitation/treatment, lifesaving and rescue skills/techniques, swimming instructors certification requirement, accidents and emergency procedures, first aid and CPR, driving-zone concerns, other pool safety aides, and minimum pool rules and regulations.
- Incumbent must possess managerial and administrative skills necessary to accomplish the mission of the aquatic program. Functions include supervising lifeguards, water safety aids, swimming instructors, and concessions staff, division budgeting, programming and fiscal processes which defray pool operations costs, monitoring of equipment needs, facility expansion and replacement requirements, inventory of pool equipment, and complete maintenance of indoor and outdoor pools.
- One year specialized experience: Experience that demonstrated the ability to apply the principles of one or more specialty areas of recreation.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks and be able to obtain and maintain a Secret Security Clearance.

RELOCATION

Authorized

When you perform a Permanent Change of Station (PCS) with the federal government, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information go to:

<https://www.dfas.mil/civilianemployees/civrelo/taxableentitlements.html>

TRAVEL REQUIRED

Travel not required.

OTHER INFORMATION

**Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese Yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

Interested applicants MUST apply online at www.USAJOB.S.gov. We no longer accept emailed applications or walk-ins.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
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- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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| | |
|--------------------------------|--|
| JOB TITLE | Recreation Assistant (Lifeguard) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N921 Fitness, Sports, and Deployed Forces Support |
| JOB ANNOUNCEMENT NUMBER | FFR21-0200 |
| SALARY RANGE | \$10.00 - \$12.50 Hourly, depending on Experience |
| OPENING DATE | Friday, April 9, 2021 |
| FIRST CUT-OFF DATE | Thursday, April 29, 2021 |
| CLOSING DATE | Monday, May 31, 2021 |
| SERIES & GRADE | NF-0189-02 |
| POSITION INFORMATION | FLEX (Flexible working hours, to include evenings and weekends) |
| NUMBER OF VACANCIES | 4 |
| DUTY LOCATION(S) | Fleet Fitness Complex at Commander, Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius) |

Seasonal positions with a term that will end no later than October 2, 2021

JOB SUMMARY

These positions are assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Fleet Activities Sasebo, Japan. Position provides lifeguard duties; is responsible for safeguarding the lives of persons at the assigned work area; assists with Aquatic training, education, and general support at the installation.

DUTIES AND RESPONSIBILITIES

Performs all pool lifeguard responsibilities (e.g., supervising swimmers/patrons and their activities, monitoring all natural water activities, applying first aid, enforcing safety rules, reporting safety hazards to supervisor, performing water rescues as necessary, etc.). Observes conditions of area assigned (e.g., possible hazards, water/chemical conditions, wind and weather, etc.) to ensure a safe environment, removing hazardous materials when necessary (e.g., floating debris, glass, etc.). Performs rescue work, promptly renders cardiopulmonary resuscitation (CPR) or emergency first aid, and calls for medical assistance as necessary. Conducts and documents pool chemical testing results. Checks chlorine and pH levels on a scheduled basis; notifies Certified Pool Operator or supervisor of chemical imbalances; adjusts chemicals as directed. Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy. Provides introductory equipment orientations, as needed. Checks identification cards for authorized patrons and collects usage fees, if applicable. Serves as the primary liaison between the activity, security, medical departments, and Aquatics Coordinator during emergency situations. Performs cleaning duties (e.g., basic janitorial services, vacuuming, skimming, etc.) and routine facility maintenance as assigned by Aquatics Coordinator. Inspects stands, boards, ropes, safety gear and condition of the dressing rooms, ensuring they are within the condition required by environmental health standards. Informs supervisor of deficiencies. Uses and maintains care of emergency equipment (e.g., specialized kits and bags, backboards, suction devices, splints, stretchers, monitoring equipment, etc.). Enforces applicable policies and procedures of Morale, Welfare, and Recreation (MWR) regarding the use of Aquatic facilities. Prepares accident/incident reports during emergency situations. Notifies management of all emergencies immediately. Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).

QUALIFICATIONS REQUIRED

Knowledge of pool safety rules. Knowledge of DoD, DON and CNIC policies and procedures governing aquatic assessment testing and certifications. Knowledge of applicable policies and procedures of MWR regarding the use of Aquatic facilities. Knowledge of cash handling procedures. Ability to appropriately identify hazards or hazardous situations and identify a patron's need for assistance immediately. Ability to tactfully, but forcefully, provide instruction on water safety, facility rules and regulations, and enforce them. Ability to conduct routine safety inspections of the facility and pool area to ensure they meet

environmental health standards. Knowledge of and ability to conduct pool chemical testing, document the results, and adjust chemical imbalances, as directed. Ability to exercise control over a large group of people. Ability to communicate effectively both orally and in writing.

Approved and current nationally recognized certification as a Lifeguard/First Aid/ and CPR Certification.

CONDITIONS OF EMPLOYMENT

Must be able to satisfactorily complete background investigation - National Agency Check with Written Inquiries (NACI), upon hiring and renew every 5 years.

Must have or be able to obtain and maintain a valid state driver's license.

Must be able to work varied work schedules to include nights, weekends and holidays.

Must be able to work with hazardous and biohazardous materials (e.g., cleaning agents, pool chemicals, blood, etc.).

Must be able to pass an initial and recurrent physical agility test.

Must possess and maintain the following certifications: Lifeguard Training Certification in accordance with CNICINST 1710.3; CPR for the Professional Rescuer and Healthcare Providers; First Aid to include Automated External Defibrillator Certification; and Blood Borne Pathogens.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

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NAF Human Resources Office (N941)
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FPO AP 96349-0001

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| | |
|--------------------------------|---|
| JOB TITLE | Marketing Assistant |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N94P Marketing Department |
| JOB ANNOUNCEMENT NUMBER | FFR21-0211 |
| SALARY RANGE | \$10.00 Hourly Plus Non-Taxable Post Allowance |
| OPENING DATE | Monday, March 22, 2021 |
| FIRST CUT-OFF DATE | Tuesday, April 6, 2021 |
| CLOSING DATE | Monday, April 26, 2021 |
| SERIES & GRADE | NF-0303-02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius) |

JOB SUMMARY

This position is located in the Marketing Branch, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Position provides installation administrative support associated with planning, initiating, and implementing a comprehensive marketing program including public relations, advertising, research, and social media.

DUTIES AND RESPONSIBILITIES

- Coordinates with facility managers to facilitate marketing functions including but not limited to advertising, promotions, public relations, company relations and product development.
- May communicate with external creative service providers and gather materials needed to complete projects and obtain quotes for printed and related products.
- Creates and modifies documents using Microsoft Office, Excel, PowerPoint, and Illustrator, Photoshop, Intel, etc.
- Performs general clerical duties to include but not limited to: Photocopying, faxing, scanning, emailing, mailing and filing.
- Assists with the set-up and coordination of photo and video productions and meetings. Keeps materials stocked for the marketing office.
- Submits purchase requests for materials/supplies.
- Updates event calendar to assist with coordination and promotion.
- Attends scheduled events located at various sites required by management for photography, surveys, sign-ups, etc.
- May assist in preparation of draft articles for newspapers and newsletters.
- Assists in researching resources available to provide cost-effective and profitable programs, events, promotions, and activities.
- Assists in the preparation of brochures, flyers, posters, videos, newsletters, advertisements, copy chasing and liaising with clients, problem solving, design and layout of recruitment ads, and other media sources.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- Minimum of one year administrative experience applying skills in information and communication technologies to support promotion, marketing and sales functions.
- Demonstrated experience to quickly learn and use various software programs.
- Possess strong organizational skills and close attention to detail.
- Must be able to communicate well in English, both orally and in writing.

- Familiarity with graphic design programs to create artwork for print such as Apple Mac, Adobe, Illustrator, Photoshop, Intel, , PowerPoint, etc., and a good eye for layout and typography highly desirable
- Must have or be able to obtain a driver's license to operate a vehicle.
- Must be able to lift and carry boxes up to 25 pounds in weight.
- When required, must be able to work at night, on weekends, and on holidays.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214.
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.
Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
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| | |
|--------------------------------|--|
| JOB TITLE | Cashier |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N923 Business Operations Division / Hario Gaming |
| JOB ANNOUNCEMENT NUMBER | FFR21-0213 |
| SALARY RANGE | \$8.17 Hourly |
| OPENING DATE | Thursday, March 25, 2021 |
| FIRST CUT-OFF DATE | Friday, April 9, 2021 |
| CLOSING DATE | Thursday, April 29, 2021 |
| SERIES & GRADE | NF-0530-01 |
| POSITION INFORMATION | Flex (Flexible hours, including evenings and weekends) |
| NUMBER OF VACANCIES | 2 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area (within a 50 mile radius) |

SUMMARY OF DUTIES AND RESPONSIBILITIES

Collects and issues money bags, cash funds, and sub-custody receipts from Sales Associates/Cashiers; maintains log record of movement of money bags and cash funds issued. Prepares bank deposits of cash receipts and makes change funds for cash registers.

Cashes payroll checks, personal checks, government checks, travelers checks, and money orders for authorized patrons, assuring that proper identification is provided. Checks names against "bad check" list and/or social security number before processing the payment of personal checks.

Receives, counts, and verifies monies received with daily cash reports for accuracy. Prepares coversheet by register, amount and register number with Daily Cash Report, as required. Operates package machines in connection with the counting and wrapping of coins and currency for change machines. Maintains appropriate logs as necessary. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Must have knowledge of basic cash handling procedures, be familiar with currency and negotiability requirements, and be able to operate a cash register. Knowledge of business mathematics and routine office procedures required.

General experience of 0-3 months.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work varied work schedules to include evenings, weekends and holidays.

OTHER INFORMATION

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

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Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: (315) 243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

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| | |
|--------------------------------|---|
| JOB TITLE | Recreation Assistant (Outdoor Recreation) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N922 Community Recreation / Outdoor Recreation |
| JOB ANNOUNCEMENT NUMBER | FFR21-0221 |
| SALARY RANGE | \$10.00 Hourly Plus Non-Taxable Post Allowance |
| OPENING DATE | Friday, March 26, 2021 |
| FIRST CUT-OFF DATE | Saturday, April 10, 2021 |
| CLOSING DATE | Friday, April 16, 2021 |
| SERIES & GRADE | NF-0189-02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius) |

JOB SUMMARY

Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation.

DUTIES AND RESPONSIBILITIES

- 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, and preparing snack bar menu items or prepackaged retail items.
- 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.
- Assists in processing customer Internet registrations (i.e. Net Near You), 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 if damage or loss has occurred.
- Ensures all rental or check-out 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 administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports. Provides recreation experiences related to leisure skill sets in the form of day and weekend trips.
- 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.
- Performs inventory of various types of equipment, retail goods, supplies and items deemed to have cash value.
- Performs 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 EEO principles and policies. Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events. Performs entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools, as needed. Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational E-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. Performs community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up. Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base.
- Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Provides support for Community Recreation event set up and break down.
- Performs other duties as assigned as they pertain to the duties of this position.

QUALIFICATIONS REQUIRED

- Combination of experience related to customer service and or recreation activity based functions. 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 interests.
- Knowledge of the functions, procedures, and operations of recreation activities.
- 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, both orally and in writing.
- 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.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must have or be able to obtain within 90 days of being placed in the position and maintain a valid state drivers' license in order to transport patrons off-base. Wear protective clothing and equipment as situations warrant.

Must be C.A.R.E (Controlling Alcohol Risks Effectively) trained, hold an Emergency First Responder (EFR) or CPR First Aid certification, and hold a current Food Handler certification, upon being placed in the position OR be able to obtain these trainings/certifications within 90 days of being placed in the position.

Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays when the need arises.

OTHER INFORMATION

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BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

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Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 212.

AGENCY CONTACT INFO

Commander Navy Region Japan
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PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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| JOB TITLE | Recreation Assistant (Liberty Center) |
| AGENCY | Commander, Navy Installations Command |
| BRANCH | N922 Community Recreation / Liberty Center |
| JOB ANNOUNCEMENT NUMBER | FFR21-0229 |
| SALARY RANGE | \$10.00 Hourly Plus non-taxable Post Allowance, if eligible |
| OPENING DATE | Monday, April 12, 2021 |
| FIRST CUT-OFF DATE | Tuesday, April 27, 2021 |
| CLOSING DATE | Monday, May 17, 2021 |
| SERIES & GRADE | NF-0189-02 |
| POSITION INFORMATION | Regular Full-Time |
| NUMBER OF VACANCIES | 1 |
| DUTY LOCATION(S) | Fleet Activities Sasebo, Japan |
| WHO MAY APPLY | Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius) |

JOB SUMMARY

Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation.

DUTIES AND RESPONSIBILITIES

- 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, and preparing snack bar menu items or prepackaged retail items.
- 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.
- Assists in processing customer Internet registrations (i.e. Net Near You), 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 if damage or loss has occurred. Ensures all rental or check-out 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 administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports.
- Provides recreation experiences related to leisure skill sets in the form of day and weekend trips.
- 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.
- Performs inventory of various types of equipment, retail goods, supplies and items deemed to

have cash value.

- Performs 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 EEO principles and policies.
- Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events.
- Performs entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools, as needed.
- Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational E-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs.
- Performs community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up.
- Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base.
- Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Provides support for Community Recreation event set up and break down.
- Performs other duties as assigned as they pertain to the duties of this position.

QUALIFICATIONS REQUIRED

- High School Diploma or equivalent
- Combination of experience related to customer service and or recreation activity based functions. 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 interests.
- Knowledge of the functions, procedures, and operations of recreation activities.
- 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, both orally and in writing.
- 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.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If college degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.nafhealthplans.com/enrollment/cnic>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <https://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

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