

**MWR NAF HUMAN RESOURCES OFFICE
WEEKLY JOB LISTING**

<http://navymwrsasebo.com/directory-more/job-opportunities>

Updated every Friday
Friday, 16 November 2018

VACANCY POSITION/ ANNOUNCEMENT NUMBER	STATUS	GRADE	RATE	LOCATION/ CLOSING DATE
CYP Operation Clerk FFR18-0749	Regular Full-Time	NF-02	\$12.40 per hour plus Non-Taxable PAL	Main Base CDC Closing Date: Friday, 23 November 2018
CYP Cook (HV CDC) FFR18-0748	Regular Full-Time	NA-08	\$14.13 per hour plus Non-Taxable PAL	Hario Village CDC First Cut-Off Date: Friday, 30 November 2018 Closing Date: Friday, 28 December 2018
Recreation Assistant (OREC) FFR18-0737	Regular Full-Time	NF-02	\$10.00 per hour plus Non-Taxable PAL	Outdoor Adventure Center Close Date: Friday, 30 November 2018
Marketing Director FFR18-0625	Regular Full-Time	NF-04	\$20.00 - \$24.00 per hour plus Non-Taxable PAL	Marketing Devison First Cut-Off Date: Friday, 26 October 2018 Open Until Filled
CYP Cook FFR18-0604	Regular Full-Time	NA-08	\$14.13 per hour plus Non-Taxable PAL	Main Base CDC Closing Date: Friday, 5 October 2018 Open Until Filled
Recreation Assistant (Liberty) FFR18-0596	Regular Full-Time	NF-02	\$10.00 per hour plus Non-Taxable PAL	Liberty Center First Cut-Off Date: Friday, 28 September 2018 Open Until Filled
Front Desk Associate FFR18-0589	Flexible	NF-02	\$9.00 - \$11.00 per hour	Navy Gateway Inns and Suites Closing Date: Friday, 21 September 2018 Open Until Filled
Cashier FFR18-0521	Regular Full-Time	NF-01	\$8.17 per hour Plus Non-Taxable PAL	Hario Gaming First Cut-Off Date: Friday, 21 Sep 2018 Open Until Filled
Recreation Assistant (Travel and Tours) FFR18-0476	Regular Full-Time	NF-02	\$10.00 per hour plus Non-Taxable PAL	Information, Travel and Tours First Cut-Off Date: Friday, 10 August 2018 Open Until Filled
Lifeguard FFR18-0309	Flexible	NF-01	\$8.59 - \$9.59 per hour DOE	Fitness Division First Cut-Off Date: Friday, 18 May 2018 Open Until Filled
Cook FFR18-0278B	Regular Full-Time	NA-04	\$11.06 per hour plus Non-Taxable PAL	Galaxies Club First Cut-Off Date: Friday, 27 July 2018 Open Until Filled

VACANCY POSITION/ ANNOUNCEMENT NUMBER	STATUS	GRADE	RATE	LOCATION/ CLOSING DATE
Recreation Specialist (Physical Fitness) FFR18-0197	Regular Full-Time	NF-03	\$13.75 per hour	Fitness Division First Cut-Off Date: Friday, 30 March 2018 Open Until Filled
Recreation Specialist (Physical Fitness) FFR18-0196	Flexible	NF-03	\$12.00 - \$15.00 per hour DOE	Fitness Division First Cut-Off Date: Friday, 30 March 2018 Open Until Filled
Club Operations Assistant (Duty Manager) FFR18-0157A	Regular Full-Time	NF-02	\$10.00 - \$14.00 per hour plus Non- Taxable PAL	Galaxies Club and Harbor View Club First Cut-Off Date: Friday, 17 August 2018 Open Until Filled
Recreation Assistant (Sports and Fitness) FFR18-0118B	Regular Full-Time	NF-02	\$10.00 per hour plus Non-Taxable PAL	Main Base Fleet Fitness Complex First cut-Off Date: Friday, May 11 2018 Open Until Filled
Recreation Aid (Liberty) FFR18-0002-OC	Flexible	NF-01	\$8.00 per hour	Liberty Center Open Continuous
Swimming Instructor/ Lifeguard FFR18-0003-OC	Flexible	NF-02	\$10.00 - \$12.00 per hour	Aquatics Division Open Continuous
CY Program Assistant FFR18-0005-OC	Flexible	CY-01/ 02	\$10.12 - \$12.40 per hour	Child and Youth Programs Open Continuous
CY Program Assistant FFR18-0006-OC	Regular Full-Time	CY-01/ 02	\$10.12 - \$12.40 per hour	Child and Youth Programs Open Continuous
Bartender FFR18-0007-OC	Flexible	NA-05	\$11.83 per hour	Galaxies Club Open Continuous
Bar Assistant FFR18-0008-OC	Flexible	NA-02	\$9.48 per hour	Galaxies Club Open Continuous
Recreation Aid (Theater) FFR18-0009-OC	Flexible	NF-01	\$8.00 per hour	Showboat Theater Open Continuous
Recreation Aid (Sports and Fitness) FFR18-0010-OC	Flexible	NF-01	\$8.00 per hour	Main Base Fleet Fitness Complex and Hario Fleet Fitness Center Open Continuous
Recreation Aid (Theater) FFR18-0012-OC	Flexible	NF-01	\$8.00 per hour	Hario Village Theater Open Continuous
CYP Leader FFR18-0057-OC	Regular Full-Time	CY-02	\$13.87 per hour	Child and Youth Programs Open Continuous

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. Email 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 MWR NAF HRO. For additional information, please call 252-3328 or visit MWR NAF HRO on the 2nd floor at Bldg. 91.

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JOB TITLE	Lifeguard
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports and Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR18-0309
SALARY RANGE	\$8.59 - \$9.59 Hourly, Depending on Experience
OPENING DATE	Friday, May 4, 2018
FIRST CUT-OFF DATE	Friday, May 18, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	FLEX
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

Amended Number of Vacancies from 4 to 2 on August 14, 2018.

JOB SUMMARY

This position is located at the Main Base and the Hario Village Swimming Pools, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan.

DUTIES AND RESPONSIBILITIES

Incumbent is responsible as a Swimming Pool Lifeguard to perform rescue work, promptly renders CPR or first aid, and calls for medical assistance as necessary. Supervises swimmers for safety and crowd control. Enforces safety and pool regulations. Promptly reports safety hazards to supervisor. Completes incident reports and assists in maintaining routine documents and reports. Responsible for the cleanliness of the buildings and grounds at the pool areas. Responsible for vacuuming, skimming, and perform routine pools maintenance. May operate water pumps and control chemical additives to ensure pool water meets specified standards. May apply disinfectant to showers, floors, and decks. May check I. D. cards for authorized patrons and collect usage fees, if applicable. Incumbent must present a neat, well-groomed appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Six (6) months experience as a pool lifeguard preferred. Must have an approved and current nationally recognized certification as a lifeguard as well as basic first aid/AED and CPR for the Professional Rescuer certifications. In addition, skill in the use and maintenance of pool equipment is desired. Dexterity to handle a person in the water who may panic or be unconscious. Understanding of and ability to enforce rigid safety regulations to ensure maximum protection of swimmers. Ability to use equipment to take pool readings.

CONDITIONS OF EMPLOYMENT

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

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.

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 91.

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 <https://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

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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 (transcripts/copy of degree(s)/certification(s))
- 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	Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR18-0278B
SALARY RANGE	\$11.06 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, July 13, 2018
FIRST CUT-OFF DATE	Friday, July 27, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-7404-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

This is a re-advertisement of announcement FFR18-0278A which closed on June 15, 2018. Applicants who previously applied NEED NOT RE-APPLY. The Closing Date has been amended to Open Until Filled on July 13, 2018.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Performs a full range of cooking tasks by preparing and cooking items fulfilling a fast-casual American cuisine menu, including Burgers, Sandwiches, Rotisserie Chicken and other specialty items. Broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen French fries, 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 assigned work station. 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. Assists with on and off-site catering and special events. Performs other related duties as required.

QUALIFICATIONS REQUIRED

Working knowledge of the methods and procedures relating to food preparation, and the skill to apply such information to cook a variety of 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, and passing grade in Food Handler Safety Class.

CONDITIONS OF EMPLOYMENT

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

Must be able to work day, night and weekend shifts, including 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

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

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JOB TITLE	Recreation Specialist (Physical Fitness)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR18-0197
SALARY RANGE	\$13.75 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, March 16, 2018
FIRST CUT-OFF DATE	Friday, March 30, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0188-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area to include SOFA Seeking Sponsorship

SUMMARY OF DUTIES AND RESPONSIBILITIES

Plans, organizes, and conducts a physical fitness program that provides conditioning programs for authorized patrons. Instructs individuals and groups in the proper implementation and maintenance of conditioning and training programs for aerobic fitness, muscular fitness, body composition, and flexibility training. Conducts micro-fit testing, which includes measuring individuals aerobic capacities, their body fat percentage, recommended height/weight ratios, strength, flexibility, muscular endurance and blood pressure. Works with various command representatives in developing and implementing physical fitness programs for military personnel. Instructs patrons in the proper use of all equipment for training and self-monitored progress by preparing written instruction and procedures for the performance of work, use of equipment, safety and well-being of all involved. May train/lead other employees in various recreation/physical fitness-related positions. Registers students, collects fees, maintains attendance and appropriate accounting records. Ensure all safety measures are observed. Responsible for care of equipment and security of facilities. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

A minimum of three (3) years' experience that demonstrates a working knowledge of the assigned program. A degree from an accredited college/university in a related field may be substituted for two years of experience. Certification in CPR and First Aid is required.

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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JOB TITLE	Recreation Specialist (Physical Fitness)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR18-0196
SALARY RANGE	\$12.00 - \$15.00 Hourly, Depending on Experience
OPENING DATE	Friday, March 16, 2018
FIRST CUT-OFF DATE	Friday, March 30, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0188-03
POSITION INFORMATION	FLEX
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

SUMMARY OF DUTIES AND RESPONSIBILITIES

Plans, organizes, and conducts a physical fitness program that provides conditioning programs for authorized patrons. Instructs individuals and groups in the proper implementation and maintenance of conditioning and training programs for aerobic fitness, muscular fitness, body composition, and flexibility training. Conducts micro-fit testing, which includes measuring individuals aerobic capacities, their body fat percentage, recommended height/weight ratios, strength, flexibility, muscular endurance and blood pressure. Works with various command representatives in developing and implementing physical fitness programs for military personnel. Instructs patrons in the proper use of all equipment for training and self-monitored progress by preparing written instruction and procedures for the performance of work, use of equipment, safety and well-being of all involved. May train/lead other employees in various recreation/physical fitness-related positions. Registers students, collects fees, maintains attendance and appropriate accounting records. Ensure all safety measures are observed. Responsible for care of equipment and security of facilities. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

A minimum of three (3) years' experience that demonstrates a working knowledge of the assigned program. A degree from an accredited college/university in a related field may be substituted for two years of experience. Certification in CPR and First Aid is required.

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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JOB TITLE	Club Operations Assistant (Duty Manager)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations / Galaxies & Harbor View Club
JOB ANNOUNCEMENT NUMBER	FFR18-0157A
SALARY RANGE	\$10.00 - \$14.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, August 3, 2018
FIRST CUT-OFF DATE	Friday, August 17, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-1101-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Applicants

This is a re-advertisement of announcement FFR18-0157 which closed on March 16, 2018. Applicants who previously applied NEED NOT RE-APPLY and will receive consideration. The Closing Date has been amended to Open Until Filled on August 3, 2018.

JOB SUMMARY

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent performs a wide variety of work assignments during various shifts.

DUTIES AND RESPONSIBILITIES

Incumbent shall be thoroughly familiar and comply with the contents of the Manual for Messes Ashore (NAVPERS 1995) and BUPERS Instruction 10150.2C, as well as all club SOP's and instructions. Report for duty as prescribed by the Club Manager or his/her designated representative. Maintain proper decorum throughout the club in accordance with prescribed rules and regulations. Shall give a full and complete report to the Club Manager concerning patrons who violate the club rules and regulations including name, rate, duty station and witnesses. The Duty Manager shall be responsible for familiarizing him/herself with scheduled events during duty shift, e.g., special events and programs, etc., including any and all particulars that he/she should be cognizant of during the work shift. Check all schedules when entering on duty. Assure that activities take place as planned with proper equipment, personnel, food and beverages. In case of deviation from usual operating policy or procedures bring the situation to the attention of the proper supervisor. Attempt to resolve the problem and, in case of a serious problem, contact the Club Manager or his designated person. Enter all problems in the Duty Manager's Log Book. Circulate among patrons as necessary to assure satisfactory services. Explain and enforce club policies, procedures and regulations. Maintain order in the facility. Infractions of the rules by other club employees shall be reported to the Club Manager via his designated representative. In emergency situations, the Duty Manager on duty shall personally notify the Club Manager immediately. Insure that CFAS and DON rules and regulations governing the sale and consumption of alcoholic beverages are strictly enforced. Alcoholic beverages will not be served to patrons less than 20 years of age. Incumbent may serve as a leader in assuring that work assignments by the shift employees are performed; provide necessary assistance and supplies to employees; and resolve minor problems and complaints of the employees. Make recommendations to the Club Manager/Assistant Club Manager regarding the work performance of shift employees. Prior to closing of the club, complete fire safety checks and that unnecessary electrical equipment are unplugged. Secure all doors and windows, check all locks on the bar storerooms, cashier's office, etc. Incumbent shall ensure that the Fire Department conducts a fire check prior to closing of the club. Insure that all keys are properly secured, safes are locked, and upon securing the club, insure that the entrance keys are locked in the box provided or turned-in to the security office. Incumbent must present a neat, well-groomed, professional appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Must have at least one year of related experience. Must be courteous and possess a sharp people oriented personality to include tact and diplomacy in dealing and communicating with customers and other fellow-workers. Must have knowledge of computers, basic arithmetic and cash handling procedures. Must have or be able to obtain a U.S. Government Vehicle Driver's License and must be able to complete satisfactorily the Food Handler's Physical Examination. Must be able to stand and walk for long periods.

CONDITIONS OF EMPLOYMENT

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

Incumbent must be able to work varied work schedules to include evenings, weekends, and 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

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

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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

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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 (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	CYP Operations Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / MB CDC
JOB ANNOUNCEMENT NUMBER	FFR18-0749
SALARY RANGE	\$12.40 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, November 16, 2018
CLOSING DATE	Friday, November 23, 2018
SERIES & GRADE	NF-0303-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Current NAF Employees within the local commuting area (within a 50 mile radius) to include applicants with current Military Spouse Preference and Family Member Preference

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

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. Provide front desk coverage, logs children in and out of the facility, and informs and answers question 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. 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. 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

Incumbent must be at least 18 years of age. Must have a High School Diploma or equivalent AND 2 years of administrative experience is preferred. Knowledge of general office automation software, practices and procedure 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 and a 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 is required.

CONDITIONS OF EMPLOYMENT

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.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

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 a 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 or serious injury to a child or dependent person entrusted to the individual's care.

"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."

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>.

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).

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REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- 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 (transcripts/copy of degree(s)/certification(s))
- 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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WHAT TO EXPECT NEXT

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JOB TITLE	CYP Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / Hario Village CDC
JOB ANNOUNCEMENT NUMBER	FFR18-0748
SALARY RANGE	\$14.13 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, November 16, 2018
FIRST CUT-OFF DATE	Friday, November 30, 2018
CLOSING DATE	Friday, December 28, 2018
SERIES & GRADE	NA-7404-08
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
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) 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 operations and follow an established sequence of work. These tasks are related to food preparation and service, kitchen maintenance, and food storage. 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 and 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. Performs other duties as assigned.

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

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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.

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- Proof of Education (transcripts/copy of degree(s)/certification(s))
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JOB TITLE	Recreation Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Outdoor Recreation
JOB ANNOUNCEMENT NUMBER	FFR18-0737
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, November 16, 2018
CLOSING DATE	Friday, November 30 2018
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
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

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

Incumbent is responsible for providing 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 for proper accountability of program equipment and resources. Inspects, maintains, and performs upkeep maintenance and repairs on all 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 database administration. 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. Responsible for entertainment and promotion scheduling. Assists in updating of electronic and multi-media support tools. 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. Responsible 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.

QUALIFICATIONS REQUIRED

Knowledge gained through relevant education and training (i.e. Associate Degree in Recreation, Marketing or closely related field) and/or two year equivalent recreation work experience.

Combination of experience related to customer service and or recreation activity based functions. 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.

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.

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).

Incumbent is required to have a valid state driver's license. Able to obtain license validation to transport patrons off-base within 90 days of employment.

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 shifts, late shifts, evenings, weekends and holidays when the need arises. Incumbent is subject to recall regularly.

Wears protective clothing and equipment as situations warrant.

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

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

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Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12

FPO AP 96349-0001

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REQUIRED DOCUMENTS

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- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
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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	Marketing Director
AGENCY	Commander, Navy Installations Command
BRANCH	N94P4 Marketing Department
JOB ANNOUNCEMENT NUMBER	FFR18-0625
SALARY RANGE	\$20.00 - \$24.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, October 12, 2018
FIRST CUT-OFF DATE	Friday, October 26, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-1035-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local Commuting Area to include Seeking SOFA Applicants

JOB SUMMARY

This position is assigned to the Marketing Division; Morale, Welfare and Recreation (MWR) Department; Commander, U.S. Fleet Activities (COMFLEACT), Sasebo, Japan. The purpose of this position is to assist the MWR Director in determining and executing the MWR Department's marketing plans through interviews, surveys, focus groups and analysis of prior successful events and services. The Marketing Director is also responsible for soliciting corporate sponsors that support the MWR programs, activities and events.

DUTIES AND RESPONSIBILITIES

Organizes and coordinates marketing surveys, interviews and focus groups that help to determine the marketing mix and demographic information needed to formulate the MWR marketing plans. Confers with MWR program managers and support personnel to determine the marketing needs of their particular programs, activities and events; which result in "power marketing" strategies that are responsive to MWR's goals and requirements. Develops procedures and guidelines to review and analyze the effectiveness of the marketing plans to ensure that organizational and program objectives are optimally met. Ensures all media used to advertise, publicize or market a particular MWR program, activity or event reflect accurate content, intent, pricing, timing and other proper information about the program, activity, event or service so as to maximize customer interest and participation. Develops department-wide graphic quality standards and ensures those standards are maintained through the direction, design and coordination of all printed marketing materials and the design and construction of all displays, exhibits, posters, fliers and signage that generate interest in all MWR activities, programs and events that address department goals and capabilities within budgetary constraints. Uses multimedia to develop marketing materials for all N92 facilities and programs to include constructing and updating website/pages; use of computers and software to design banners, flyers and posters; programming electronic marquees and video monitors; uses video editing techniques to create slideshows and commercials; and programs large printers and plotters to produce banners, backdrops, posters, etc. Directs the writing and editing of articles and news releases for local media and internal Navy publications. Coordinates the timely dissemination of said news releases to appropriate outlets (Sasebo Soundings, Armed Forces Network (AFN), Plan of the Day (POD), Command Access Channel, Bureau of Naval Personnel (BUPERS) publications). Coordinates all print media released by the MWR department, including newspaper advertisements, monthly newsletter and other marketing tools. The Marketing Director is frequently on live radio or television representing the MWR Department to market programs, events and services. Trains and directs the work of subordinates, establishes work schedules and reviews time cards as well as fulfilling other supervisory and administrative requirements in support of the MWR marketing team. Performs recruitment and hiring of full-time, part-time and contractual employees; prepares performance appraisals and disciplinary actions as required or needed. Provides and/or recommends appropriate outside training for subordinates. Maintains continual contact with MWR managers as well as the MWR Director and Deputy MWR Director to keep abreast and informed of new and current program initiatives. Evaluates and recommends guidance to MWR managers and support personnel of program successes and failures. Provides advice on potential new directions in terms of marketing and advertising strategies. Confers with MWR managers and the MWR Director to

determine program sponsorship opportunities and coordinates all requirements into a cohesive package. Establishes the properties available for sponsorship and sells the advertising opportunities those properties represent to potential sponsors. Develops and maintains relationships with outside corporations and organizations that support MWR activities, programs and events through financial or product sponsorship. Administers contractual agreements with said corporations and organizations ensuring both parties mutual understanding and satisfaction. Develops and executes a fiscally responsible business plan for the marketing office driven by marketing strategies for both Non-appropriated fund (NAF) and Appropriated fund (APF) funding authorizations. Responsible for all marketing operational assets including: Fixed assets, minor property, highly pilferable items, expendable, and resale inventories. Ensures all financial decisions are made within established standards set by higher echelon authority and within budgetary limits and constraints. Manages a small resale activity. Complies with Standard Operating Procedures (SOPs) and established internal controls, and if warranted, takes corrective action to maintain said financial controls. Administers a MWR indoctrination class weekly for new military and civilian personnel. Certain projects require local travel on and off the base. Documents MWR programs, events and services through video and photographs for future marketing needs. Ensures the Marketing Office meets all health and safety requirements. Work areas are kept neat and hazard free at all times. Complies with on-going special emphasis programs in area of internal controls, integrity, efficiency and safety. Supports MWR Department-wide "corporate" values.

QUALIFICATIONS REQUIRED

Knowledge of marketing concepts in relation to setting a strategic "power driven" marketing plan. Knowledge of written and oral communication methods and techniques in application to marketing a public affairs program. Knowledge of personnel position management principals and techniques. Knowledge and skill in the management of a retail sales program, including analysis of sale trends, operational aspects and financial management as it applies directly to a resale program. Knowledge of the methods and procedures of designing and preparing camera-ready art work for reproduction. Knowledge of specialized marketing equipment to include large printer/plotters; electronic marquees; high definition signage; advertising monitors; laminators; etc. Knowledge of constructing and modifying website/pages. Knowledge of displays and signage. Skill in the application of webpage analytics. Skill in the use of a variety of graphic art tools, materials and equipment particularly the operation of a desk-top publishing system. Skill in applying analytical techniques and interpersonal skills to determine the needs and wants of specific markets targeted by MWR. Skill in establishing and maintaining effective and cooperative work relationships with representatives of the local media and corporate sponsors. Ability to set standards for the quality of the design of printed marketing material and the construction of displays and exhibits. Ability to schedule and traffic multiple projects through various stages of development to a finished project that meets the department's standards of quality while conforming to budgetary constraints. Ability to interpret a wide variety of information about MWR activities, programs, events, services and the organization itself. Ability to make public presentations about MWR programs, events and services. Ability to communicate effectively both orally and in writing.

CONDITIONS OF EMPLOYMENT

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

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

TRAVEL

Occasional travel of less than 20% may be required.

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JOB TITLE	Recreation Assistant (Sports & Fitness)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Deployed Forces / MB FFC
JOB ANNOUNCEMENT NUMBER	FFR18-0118B
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, April 27, 2018
FIRST CUT-OFF DATE	Friday, May 11, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

Amended Number of Vacancies from 2 to 1 on October 23, 2018.

JOB SUMMARY

This position is primarily located in the Main Base Fleet Recreation Center, MWR Department, Fleet Activities, Sasebo, Japan. The purpose is to assist in the Athletic Program in a variety of work assignments at the Main Base Fleet Fitness Center.

DUTIES AND RESPONSIBILITIES

Assists in the operation of the Fleet Recreation Center. Based on established policies, incumbent carries out assigned phases of designated activities by applying and understanding the interests and needs of the program participants. Typical assignments may include: establishing schedules of events, applying rules and regulations in supervising assigned participants in indoor and outdoor activities, setting up gymnasiums and playing fields for sports events, scheduling and conducting various tournaments and leagues. Demonstrates procedures common to the activities, and instruct in the use of related equipment. Conducts instructional classes in the recreational area. Assist to plan and coordinate details of recreational activities and maintains related supplies. Assist in planning, scheduling and publicizing various activities to attract and motivate participants. May be required to assist the Recreation Aid in operating a washer and dryer to keep uniforms, tennis shoes, towels, soft goods, etc., clean and dry for issue. Insure that the equipment in the fitness center is clean and in a workable condition on a daily basis. Makes minor repair of the equipment when necessary. Ensure adherence to safety rules and regulations. Must provide information on safety rules and regulations to customers at all times. Incumbent must present a neat, well-groomed appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Incumbent must have the ability to communicate effectively orally and in writing. Must be able to speak and understand the English language. Must be able to meet and converse with the patrons in a friendly and courteous manner and must have a responsible attitude, can deal with people and provide customer service. Must have the basic knowledge of rules and practices of the equipment used. Within 6 months after employment, must have certifications for first aid/AED and CPR. Must be able to lift and carry up to 40 pounds, walk, bend and stoop and stand on routine basis. When required, must be able to work nights and weekends, including holidays.

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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JOB TITLE	CYP Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / MB CDC
JOB ANNOUNCEMENT NUMBER	FFR18-0604
SALARY RANGE	\$14.13 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 21, 2018
FIRST CUT-OFF DATE	Friday, October 5, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-7404-08
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

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 operations and follow an established sequence of work. These tasks are related to food preparation and service, kitchen maintenance, and food storage. 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 and 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. Performs other duties as assigned.

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

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.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

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 a 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 or serious injury to a child or dependent person entrusted to the individual's care.

"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."

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HOW YOU WILL BE EVALUATED

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BENEFITS

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REQUIRED DOCUMENTS

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- Child and Youth Programs (CYP) Eligibility Packet
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JOB TITLE	Recreation Assistant (Liberty)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty Center
JOB ANNOUNCEMENT NUMBER	FFR18-0596
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 14, 2018
FIRST CUT-OFF DATE	Friday, September 28, 2018
CLOSING DATE	Open Until Filled
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

JOB SUMMARY

This position is located in the Liberty Center, Fleet Recreation Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent performs and/or assists in the operation of the Fleet Recreation/Liberty Program.

DUTIES AND RESPONSIBILITIES

Based on established procedures, the incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Typical assignments may include: Assists with establishing schedules of events, applying rules and regulations in supervising assigned Liberty participants in indoor and outdoor activities; preparing Liberty Center and/or designated facility for scheduled events; may serve as tour guide/facilitator on Liberty trips and excursions; assist the Fleet Recreation Coordinator with Recreation Ticket Vehicle (RTV) program and ships homecomings, port briefs and other tasks as assigned. Demonstrates procedures common to the activities and instructs in the use of related equipment. Incumbent will be required to use the telephone, fax machine, copier, e-mail and other means to obtain information pertaining to trips/tours, supplies, equipment, etc. Helps prepare weekly staff schedules and certify employee timecards. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. Ensures adherence to safety rules and regulations. Helps to plan and coordinates details of recreational activities and maintains related supplies. May oversee sale of retail items associated with activities, i.e., food and beverage resale, and trips and tours sign-ups. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

One year experience in a related activity is preferred. Familiarity with the basic concepts of recreational programs and activities is highly desired. Experience in cash handling and operating calculating machine is desired. Must possess excellent customer service skills. A minimum of one-year experience with a customer service organization is preferred. Familiarity with personal computers and basic software (word processing, spreadsheets, e-mail/internet, etc.) is highly desired. The incumbent must be able to present a polite, friendly and professional demeanor at all times when dealing with both internal and external customers. Must have the ability to interact and communicate clearly and effectively in a variety of customer service situations; the ability to work effectively in a high volume of customer service organization; and the ability to work as part of a team in a complex and diverse recreation program. 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).

Incumbent must be able to work day, night, and weekend shifts, including 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

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

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- Proof of Education (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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PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
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Email: MWR_RECRUITMENT@fe.navy.mil

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JOB TITLE	Front Desk Associate
AGENCY	Commander, Navy Installations Command
BRANCH	N924 Navy Gateway Inns and Suites
JOB ANNOUNCEMENT NUMBER	FFR18-0589
SALARY RANGE	\$9.00 – \$11.00 Hourly
OPENING DATE	Friday, September 7, 2018
FIRST CUT-OFF DATE	Friday, September 21, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0303-02
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

JOB SUMMARY

This position is located at Navy Gateway Inns & Suites operation at Fleet Activities Sasebo, Japan. The purpose of this position is to perform front desk and/or reservation functions for the lodging program.

DUTIES AND RESPONSIBILITIES

The incumbent ensures security of all guests is maintained at all times. Ensures guest privacy is maintained at all times. Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities; and provide information about local attractions. Provide assistance in handling customer complaints, involving management as necessary. Utilizes the Property Management System (PMS) to access the guest information, retrieve reservation information, change or cancel reservations as requested by the guest, or register guests. Verifies registration information, secures a credit card for incidental expenses, and authorizes credit card for room charges. Provides guests with their room key or card. Receives requests and processes reservations within established guidelines. When rooms are not available, provides a certificate of non-availability (CNA) and/or alternative lodging in the area. Registers and assigns rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guest accounts, making and confirming reservations, and presenting statements to and collecting payments as necessary. Receives and is accountable for a change fund. Prepares Close Bank Report and deposits cash receipts at the end of each shift in accordance with established procedures. Responsible for inventorying all keys and any other supplies or amenities maintained at the front desk. Keeps the front desk and lobby area clean and neat. May be required to run and print various reports from the PMS such as Expected Arrivals, Departure List, In-House Guest List and Night Audit reports. Answers phones and transfers calls to appropriate individuals and replies to guest questions. Logs trouble calls in the PMS and ensures the appropriate department is notified. Relocates guest to a different room when required. May be required to retrieve Lost and Found items and contact the guest regarding lost or found items. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Preferred 6 months of work experience that demonstrates knowledge of basic principles, concepts, standards, and regulations related to hospitality operations.

Must be skilled in the use of a personal computer and various software programs.

Must possess basic math and reading skills.

Must be able to communicate clearly and effectively both verbally and in writing in English.

Ability to handle, control, and account for large amounts of cash.

CONDITIONS OF EMPLOYMENT

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

This position may be designated ALPHA personnel for inclement weather or in the interest of national security and may be required to report for work when other employees are excused.

This position is subject to the possibility of working on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours.

The staff member may be recalled to duty and/or required to work overtime, as necessary to meet mission requirements.

May be required to possess a valid state driver's license. Travel to other NGIS facilities may be required within the normal scope of duties. Applicants will be notified when this is a requirement for appointment.

The incumbent is required to obtain Navy Lodging Program (NLP) front desk certification within 6 months of employment, as well as, any other requirements outlined in the Lodging Career Path Guide.

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.

HOW TO APPLY

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

Or mail to: Commander Navy Region Japan
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REQUIRED DOCUMENTS

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- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
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AGENCY CONTACT INFO

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JOB TITLE	Cashier
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Hario Gaming
JOB ANNOUNCEMENT NUMBER	FFR18-0521
SALARY RANGE	\$8.17 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 7, 2018
FIRST CUT-OFF DATE	Friday, September 21, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0530-01
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

JOB SUMMARY

This position is located in various divisions of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent of this position is to provide basic money exchange services to patrons.

DUTIES AND RESPONSIBILITIES

The incumbent is responsible to verify all cash received, to include the Yen change fund and Dollar change fund. Cash checks (limit \$100.00 per person per day); ensuring that checks are correctly filled out and legible; and assure that proper identification is furnished by all patrons to assure that the patron is eligible to cash checks. Makes Yen exchange for patrons. Wrap coins for all slot machine sales. Assure that all patrons furnish proper identification when situation warrants such action. Accountable for all slot machines malfunction payouts. Complete appropriate paper work and maintain accurate records. Maintain necessary records and prepare required reports for each shift. Answer incoming phone calls and answer inquiries, paging customers, etc. Maintain the work area in a presentable condition. Incumbent must present a neat, well-groomed, professional appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Cashier experience is highly desirable. Must be familiar with Yen currency. Basic arithmetic and cash handling procedures are required. Must be able to work day, evening and weekend shifts, including holidays. Must be reliable, courteous and have the ability to deal and converse with the public in a friendly and courteous manner.

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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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).

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HOW TO APPLY

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REQUIRED DOCUMENTS

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JOB TITLE	Recreation Assistant (Travel & Tours)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation Division / ITT
JOB ANNOUNCEMENT NUMBER	FFR18-0476
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, July 27, 2018
FIRST CUT-OFF DATE	Friday, August 10, 2018
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Applicants

Amended Number of Vacancies from 1 to 2 and Who May Apply to Local commuting area to include Seeking SOFA Applicants on October 18, 2018.

JOB SUMMARY

This position is located in the Travel & Tours Office, Morale, Welfare and Recreation Department, Fleet Activities Sasebo, Japan. Incumbent performs and/or assists in the operation of the MWR Travel and Tours Office.

DUTIES AND RESPONSIBILITIES

Based on established policies, incumbent carries out assigned phases of the Travel & Tours program activity by applying an understanding the interest and needs of program participants. Typical assignments may include: prepare schedules and itineraries of events and tours, preparing information packages and briefing guides. There is extensive customer interaction in delivering tour information and answering complex customer inquiries. Extensive cash handling is required when selling tour programs and related products. The incumbent may be required to use the telephone, fax machine, e-mail and other means to contact tour site, etc. to confirm availability, update prices, etc. The incumbent also may be asked to deliver program briefs to small and large groups of authorized patrons. Demonstrates procedures common to the Travel & Tours program, and instructs in the use of related equipment. Helps plan and coordinate details of tours and other associated recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. Keeps records and may be asked to prepare simple reports pertaining to program operations. Ensures adherence to safety rules and regulations. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

One to two years' experience in a related recreational activity or customer service oriented organization. Must have basic knowledge of business mathematics, with experience or training in cash handling, operating cash register and calculating machine. Familiarity with personal computers and basic software (word processing, spreadsheets, etc.) is highly desirable. Must be able to become familiar with and have an understanding of MWR policies, orders and regulations. Familiarity with the basic concepts of marketing as it relates to recreational programs and activities is highly desired.

Must have the ability to communicate clearly and effectively, both orally and in writing. Speak Japanese language at the intermediate proficiency level. Incumbent must have the ability to meet and deal with the public effectively in a variety of customer-service settings. The incumbent must present a neat and pleasant demeanor when dealing with the public. Must have the ability to work harmoniously with coworkers and other employees of the MWR Department. Must be able to work day, evening and weekend shifts, including holidays.

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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