

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

Updated 04 September 2020

Business Hours: Mon, Wed-Fri, 0830-1600. Tue 10:00-16:00. Closed Sat, Sun and Holidays.

!BEFORE VISIT; PLEASE CALL (DSN) 252-3328 OR 252-2965 / (COMM) 0956-50-3328 OR 0956-50-2965!

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR20-0021-OC	*CYP Leader*	CY-1702-02	\$14.43 - \$16.35	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/569422100						
FFR20-0022-OC	*CY Program Assistant*	CY-1702-01/02	\$10.53 - \$12.90	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/571656700						
FFR20-0023-OC	*CY Program Assistant*	CY-1702-01/02	\$10.53 - \$12.90	Child and Youth Program (Main Base / Hario)	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/571656600						
FFR20-0027	Recreation Assistant (Water Safety/Swim Instructor)	NF-0189-02	\$10.00 - \$12.00	Fleet Fitness Complex	SOFA Sponsored	Open Until Filled
		FLEX				
FFR20-0029	*Recreation Specialist (Physical Fitness)*	NF-0188-03	\$12.00 - \$15.00	Fleet Fitness Complex	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/572425700						
FFR20-0061	*Bar Assistant*	NA-7405-02	\$9.98	Galaxies Club	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/571656500						
FFR20-0062	*Bartender*	NA-7405-05	\$12.46	Galaxies Club	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/572172300						
FFR20-0088	*Club Operations Assistant (Duty Manager)*	NF-1101-02	\$10.00 - \$14.00	Harbor View Club	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/572428100						
FFR20-0103	*Recreation Aid*	NF-0189-01	\$8.00 - \$9.00	Fleet Fitness Complex	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/572173100						

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR20-0125	*Cook*	NA-7404-04	\$11.64	Galaxies Club	SOFA Sponsored or Seeking SOFA	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/572172900						
FFR20-0184	*Recreation Aid (Theater)*	NF-0189-01	\$8.00	Theaters	SOFA Sponsored	Close: 09/06/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/562041200						
FFR20-0204	*CYP Operations Clerk*	NF-0303-02	\$12.57	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/571907400						
FFR20-0260	*Recreation Aid*	NF-0189-01	\$8.00	Liberty	SOFA Sponsored or Seeking SOFA	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/571417000						
FFR20-0349	*Recreation Aid*	NF-0189-01	\$8.00	Liberty	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/571416500						
FFR20-0350	*Recreation Assistant*	NF-0189-02	\$10.00	Liberty	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/571417600						
FFR20-0351	*Recreation Specialist (Liberty)*	NF-0188-03	\$13.00	Liberty	SOFA Sponsored or Seeking SOFA	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/571423600						
FFR20-0392	*Recreation Assistant (ITT)*	NF-0189-02	\$10.00	Travels & Tours	SOFA Sponsored	Close: 12/31/2020
		RFT				
https://www.usajobs.gov/GetJob/ViewDetails/572705100						
FFR20-0405	*Tools and Parts Attendant*	NA-6904-05	\$12.46	Auto Hobby Shop	SOFA Sponsored	Close: 12/31/2020
		FLEX				
https://www.usajobs.gov/GetJob/ViewDetails/573040000?t=1594276906645						
FFR20-0425	*CYP Cook*	NA-7404-08	\$14.88	Child and Youth Program (Main Base)	SOFA Sponsored or Seeking SOFA	First Cut-off: 08/01/2020
		RFT				Close: 12/31/2020
https://www.usajobs.gov/GetJob/ViewDetails/573932300						
FFR20-0434	*Maintenance Helper*	NA-4749-05	\$12.46	Wood Hobby Shop	SOFA Sponsored	First Cut-off: 08/01/2020
		FLEX				Close: 12/31/2020
https://www.usajobs.gov/GetJob/ViewDetails/574454100						

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR20-0456	*Publicity Assistant*	NF-1035-02	\$10.00	MWR Administration Office/Marketing Office	SOFA Sponsored or Seeking SOFA	First Cut-off: 09/18/2020 Close: 12/31/2020
		RFT				

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 CNRJ NAF HRO, via email at MWR_Recruitment@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.



JOB TITLE	CYP Leader
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs/ Various
JOB ANNOUNCEMENT NUMBER	FFR20-0021-OC
SALARY RANGE	\$14.43 - \$16.35, DOE and education/training Plus Non-Taxable Post Allowance
OPENING DATE	Wednesday, May 27, 2020 (Cut-off dates every 1 st & 15 th)
CLOSING DATE	Thursday, December 31, 2020
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)

****Amendment: Changed closing date and How to Apply. ****

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	FFR20-0022-OC
SALARY RANGE	\$10.53 - \$12.90 Hourly (Entry Level – Target Level) Plus Non-Taxable Post Allowance
OPENING DATE	Wednesday, January 22, 2020
CUT OFF DATE	Cut-offs every 1st and 15th of each month
CLOSING DATE	Thursday, December 31, 2020
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)

**** Amended: Cut-Off Date, Closing Date, Conditions of Employment, How to Apply & Required Documents. ****

JOB SUMMARY

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- 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.
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- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
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- 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.navy.mwr.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.navy.mwrsasebo.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	CY Program Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs /Various
JOB ANNOUNCEMENT NUMBER	FFR20-0023-OC
SALARY RANGE	\$10.53 - \$12.90 Hourly (Entry Level – Target Level)
OPENING DATE	Wednesday, January 22, 2020
CUT OFF DATE	Cut-offs every 1st and 15th of each month
CLOSING DATE	Thursday, December 31, 2020
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)

**** Amended: Cut-Off Date, Closing Date, Conditions of Employment, How to Apply & Required Documents. ****

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	Recreation Assistant (Water Safety/Swim Instructor)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports, & Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR20-0027
SALARY RANGE	\$10.00 - \$12.00 Hourly, Depending on Experience
OPENING DATE	Tuesday, January 14, 2020
FIRST CUT-OFF DATE	Tuesday, January 28, 2020 (subsequent cut-offs every 7 days)
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0189-02
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 (within a 50 mile radius)

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); [INSTALLATION NAME]. Incumbent serves as 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. 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.). Checks identification cards to ensure proper patron usage. Helps organize and assists in the development of special programs, activities or instruction. 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 to compute charges, disperse change accurately,

and prepare reports. Knowledge of cash handling procedures. 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 Inquires (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 and maintain 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.

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 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)
PSC 473 Box 12
FPO AP 96349-0001

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Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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JOB TITLE	Recreation Specialist (Physical Fitness)
AGENCY	Commander, Navy Installations Command
BRANCH	N92 Fitness, Sports & DFS / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR20-0029
SALARY RANGE	\$120.00 - \$15.00 Hourly, Depending on Experience
OPENING DATE	Wednesday, January 08, 2020
FIRST CUT-OFF DATE	Wednesday, January 22, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
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 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)

****Amended Closing Date & How to Apply****

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.

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 three 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.
- One year specialized experience: Experience that demonstrated the ability to apply the principles of one or more specialty areas of recreation.

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.

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 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	Bar Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR20-0061
SALARY RANGE	\$9.67 Hourly
OPENING DATE	Friday, January 24, 2020
FIRST CUT-OFF DATE	Friday, February 07, 2020 (subsequent cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NA-7405-02
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 (within a 50 mile radius)

**** Amended: Cut-Off Date, Closing Date & How to Apply. ****

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

- Incumbent assist in the complete set-up of the bar and ensure that there is adequate supply of beverages (liquors, sodas, beers, liqueurs, etc.), mixes, condiments, ice, garnishes, glasses, napkins and utensils at all times.
- Replace empty beer kegs with full ones and stock beer coolers.
- Unload and stack for storage all necessary supplies and clean and replace pressurized containers.
- Visually recognize shortages of supplies at the bar, i.e., beverages, beer, condiments, glasses, napkins, etc. and replace them as necessary or as directed by the Bartender.
- Help set-up service bars and portable bars.
- May mix and serve simple drinks under the technical guidance of the Bartender.
- May collect money from patrons and settle account with the Bartender.
- Continually maintain the areas in a presentable and sanitary condition.
- Washes bar equipment, glassware and utensils.
- Assist in taking daily and monthly inventories.
- May perform the duties of the Bartender during emergencies.
- Incumbent must present a neat, well-groomed appearance at all times.

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 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.

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 (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

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

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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/directory-more/job-opportunities>.

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

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AGENCY CONTACT INFO

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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	Bartender
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR20-0062
SALARY RANGE	\$12.07 Hourly
OPENING DATE	Friday, January 24, 2020
FIRST CUT-OFF DATE	Friday, February 07, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NA-7405-05
POSITION INFORMATION	Regular Full-Time / 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

****Amended Closing Date & How to Apply****

SUMMAR OF DUTIES AND RESPONSIBILITIES

- Prepares and serves all types of alcoholic and nonalcoholic beverages from a full service bar.
- Mixes a wide variety of drinks to order, following a variety of established recipes.
- Receives payment or charges to member's account.
- Makes change and is accountable for cash fund.
- Assists in taking inventory and maintaining records.
- Keeps bar area clean and keeps area stocked properly at all times.
- Washes bar equipment, glassware, and utensils.
- May perform other sanitation duties within assigned work area as required.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- Ability to mix and serve a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters and fruit garnishes.
- Serves liqueur, beer, and wine, and is skillful in mixing such beverages as an Alexander, Margarita, Zombi, Singapore Sling, etc.
- Skill to completely set-up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement.
- Ability to collect tabs, chits or cash in appropriate amounts and is accountable for cash and inventory for the period worked.
- Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed.
- 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 walk or stand for prolonged periods of time. Frequent light to moderate lifting and carrying objects weighing 5 to 15 pounds, pushing and pulling objects weighing 10 to 20 pounds and occasionally lifting up to and over 40 pounds.

Must be at least 20 years of age.

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 / 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

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

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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
Email: MWR_RECRUITMENT@fe.navy.mil

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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	FFR20-0088
SALARY RANGE	\$10.00 - \$14.00 Hourly, Depending on Experience
OPENING DATE	Friday, June 19, 2020
FIRST CUT-OFF DATE	Wednesday, July 1, 2020 (cut-offs every 1 st & 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NF-1101-02
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 (within a 50 mile radius)

Amended vacancies from 1 to 2, closing date and cut-off dates

JOB SUMMARY

This position is located in the Club Division, Morale, Welfare and Recreation Department (MWR), 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 station of 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. Insures 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.

- Ensure 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 computer, basic arithmetic and cash handling procedures.
- Must have or be able to obtain a U.S. Government Vehicle Driver's License.
- Must be able to complete satisfactorily the Food Handler's Physical Examination.
- Must be able to stand and walk for long periods and must be able to work day, evenings and weekend shifts, including holidays.
- General experience of 0-6 months preferred: progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.
- Must have High School Diploma or equivalent.

EDUCATION

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

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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 Tier 1 (T1).

OTHER INFORMATION

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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.

HOW TO APPLY

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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.navymwrsasebo.com/directory-more/job-opportunities>

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.

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

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
AGENCY	Commander, Navy Installations Command
BRANCH	N921C Fitness, Sports & DFS / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR20-0103
SALARY RANGE	\$8.00 - \$9.00 Hourly
OPENING DATE	Friday, February 14, 2020
FIRST CUT-OFF DATE	Friday, February 28, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	8
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)

****Amended: Number of vacancies from 6 to 8 06/23/20****

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.

ADDITIONAL RESPONSIBILITIES

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

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, 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

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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

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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 (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

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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/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

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	FFR20-0125
SALARY RANGE	\$11.64 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, February 21, 2020
FIRST CUT-OFF DATE	Friday, February 28, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
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 (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

****Amended Closing Date & How to Apply****

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

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

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

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 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: <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.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 Aid
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Hario Village Theater
JOB ANNOUNCEMENT NUMBER	FFR20-0184
SALARY RANGE	\$8.00 Hourly
OPENING DATE	Friday, March 6, 2020
FIRST CUT-OFF DATE	Friday, March 20, 2020 (cut-offs every 1 st and 15 th of every month)
CLOSING DATE	Sunday, September 6, 2020
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 (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, 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

A High School diploma or GED is preferred. 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.

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.

Work schedule is flexible and will vary as required by the needs of the program to include night, weekend,

and holiday shifts as well as split days off.

Occasional travel of less than 10% may be required.

Must have or be able to obtain and maintain the following certification within 90 days of hire: Emergency First Responder or Cardiopulmonary Resuscitation, Food Handlers, C.A.R.E (Controlling Alcohol Risks Effectively)

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.

HOW TO APPLY

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

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.

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>

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

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 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, 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	CYP Operations Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N926S CYP Main Base CDC / Hario Village SAC
JOB ANNOUNCEMENT NUMBER	FFR20-0204
SALARY RANGE	\$12.57 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, March 20, 2020
FIRST-CUTOFF DATE	Friday, April 3, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Sunday, September 20, 2020
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)

Amended Number of Vacancies from 3 to 4

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.

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.

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.

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>

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.*

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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.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

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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	Recreation Aid
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty
JOB ANNOUNCEMENT NUMBER	FFR20-0260
SALARY RANGE	\$8.00 Hourly, Plus Non-Taxable Post Allowance
OPENING DATE	Friday, June 19, 2020
FIRST CUT-OFF DATE	Wednesday, July 01, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NF-0189-01
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

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 assigned duties 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.
- 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 loan, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation event set up and break down.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- 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.
- A high school diploma or GED is preferred.
- General experience of 0–3 months and/or high school graduate 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.

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 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

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
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty
JOB ANNOUNCEMENT NUMBER	FFR20-0349
SALARY RANGE	\$8.00 Hourly
OPENING DATE	Friday, June 19, 2020
FIRST CUT-OFF DATE	Wednesday, July 01, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NF-0189-01
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

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 assigned duties 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.
- 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 loan, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation event set up and break down.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- 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.
- A high school diploma or GED is preferred.
- General experience of 0–3 months and/or high school graduate 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 <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 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

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
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty
JOB ANNOUNCEMENT NUMBER	FFR20-0350
SALARY RANGE	\$10.00 Hourly
OPENING DATE	Friday, June 19, 2020
FIRST CUT-OFF DATE	Wednesday, July 1, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NF-0189-02
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

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 breakdown.
- 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.
- General experience of 0-6 months preferred and High School Diploma or equivalent.

EDUCATION

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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. Subject to recall.

OTHER INFORMATION

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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

- 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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NAF Human Resources Office (N941)
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Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
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JOB TITLE	Recreation Specialist
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty
JOB ANNOUNCEMENT NUMBER	FFR20-0351
SALARY RANGE	\$13.00 Hourly, Plus Non-Taxable Post Allowance
OPENING DATE	Friday, June 19, 2020
FIRST CUT-OFF DATE	Wednesday, July 1, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
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 (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

This position is located in the Community Recreation Division, of the Morale, Welfare and Recreation (MWR) Department, located within Commander, Navy Installations Command (CNIC). Manages and administers a comprehensive and diverse year round recreation program and various recreation facilities that can include but are not limited to Parks and Picnic Areas, Outdoor Rental/Resale/Adventure Activities, Camping/RV Parks, Vehicle Storage, Liberty Program, Library Program, Information, Tickets and Tours (ITT), Recreation and Resource Centers, Bowling, Paintball, Deployed Forces Support, Special Events, Command Event Support and Equipment Issue, Auto Skills and Snack Bars.

The incumbent, plans, promotes and implements a variety of MWR or Community Recreation programs and activities. The position is also responsible to seek various partnerships with community organizations, and businesses in support of MWR programs and base wide special events.

DUTIES AND RESPONSIBILITIES

- Uses creativity to plan, promote and implement well-rounded Community Recreation programs utilizing numerous facilities within the entire MWR Department, in accordance with CNIC approved program standards.
- Coordinates leisure skills development activities and classes.
- Organizes community special events such as comedy shows, holiday events, celebrity appearances, concerts, 4th of July Festival, and Winterfest, which are just a few of the many programs offered throughout the year.
- Serves as a liaison for MWR related activities associated with Training Support Center (TSC), Fleet & Family Readiness Departments (N9) and other tenant commands on base, when needed.
- Provides support for unit allocation events to include equipment, programming ideas, and coordination assistance.
- Performs the development, management, maintenance, planning, business plan execution, and administration of a diverse Community Recreation program.
- Assists with writing standard operating procedures.
- Ensures programs are in compliance with local and Regional program policies, regulations, and procedures, including higher level Navy and Department of Defense (DoD) instructions, regulations and program standards; uses judgment in adapting guidelines for specific situations, methods and processes that may deviate from guidelines.
- Exercises authority and independent judgment in development of plans and solutions.
- Solicits and helps to negotiate partnerships on behalf of the MWR Department.
- 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.
- Develops contacts and creates professional proposals, execution of agreements and follow-ups.
- Researches and provides information and referral on a variety of recreational opportunities for individuals/families on and off the base.
- Assumes responsibility for planning, coordinating, publicizing, marketing and execution of programs

and special events within the Community Recreation program by utilizing all available resources.

- Seeks ways to promote and market MWR facilities and events through outreach opportunities on base.
- Promotes MWR facilities and events through staff and student indoctrination and other large group functions and gatherings.
- Promotes events and programs by speaking to large groups and using administrative resources to create and post advertising materials, providing input for quarterly calendars, weekly base paper, etc.
- Provides administrative duties and support through after-action reports, data collection and database administration. All administrative duties are completed through a variety of sources including computer software which tracks patrons' usage and responses (includes providing information for metrics and patron counts).
- Monitors Community Recreation programs to ensure Navy Program standards are met or exceeded.
- Evaluates and reviews ongoing programs and recommends changes or enhancements that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity.
- Performs regular analysis of projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population.
- Provides onsite project oversight and ensures approved plans are implemented and notifies local and regional leadership of any issues or concerns that may arise.
- Uses metrics and financial data to make recommendations for modifications to programs.
- Ensures all facilities and activities associated with the Community Recreation program meet established fire, safety, security and sanitation guidelines.
- Takes timely action to correct deficiencies through coordination with appropriate entities.
- Assists in planning and designing of construction projects that may include facility renovations and enhancements.
- Leads and performs check-in and check-out of materials and collects any applicable fees by operating point of sale (POS) computer system for equipment and activities associated with Community Recreation Programs.
- May be required to drive motor vehicles up to a 9-passenger van to transport entertainers to/from hotels, airports, and eating establishments.
- Inspects equipment upon return for damage and makes recommendations for replacement when required.
- Balances and reconciles daily sales transactions by completing a Daily Activity Report (DAR).
- Performs inventory of various types of equipment, retail items, supplies and any other item deemed to have cash value.
- Leads and instructs subordinate staff in administering traditional and non-traditional workshops, clinics and events in a variety of outdoor skills areas including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking or water sports.
- Provides outdoor field experiences related to above skill training in the form of day and weekend trips.
- Leads day-to-day operation of multiple programs to which assigned; assists with staffing, training and scheduling.
- Provides customer service awareness and information, requisitioning merchandise, ensuring adequate stock levels, entertainment and promotion schedules.
- Supervises staff within the Community Recreation Program on a temporary, as needed basis consisting of less than 20% of overall duties.
- Recommends personnel actions to include recruitment, evaluation, counseling, employee development and termination on a temporary, as needed basis consisting of less than 20% of overall duties.
- 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 activity based programming.
- Ability to work independently, make sound decisions and have the ability to effectively communicate both orally and in writing.
- Knowledge of the goals, principles, techniques and methods of procedure used in organizing, planning and conducting all types of activities.
- Knowledge of the entire scope of activities and their suitability in the Community Recreation Program for individuals and groups, of varying demographics, ages and interests.
- Ability to create, negotiate, implement and sustain partnerships via various MWR agreements.
- Ability to maintain a clear and accurate database.
- Ability to represent the department and speak in front of both small and large groups.
- Knowledge of recreational and entertainment events.

- One year specialized experience: Experience that demonstrated the ability to apply the principles of one or more specialty areas of recreation.

EDUCATION

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CONDITIONS OF EMPLOYMENT

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

Wears protective clothing and equipment as situations warrant.

No fixed schedule. Hours of work will vary as required by the needs of the program to include split days off, early shift, late shift, evenings, weekends and holidays.

Subject to recall.

Must possess and be able to maintain a current and valid driver's license.

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

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 (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.*

HOW TO APPLY

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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 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

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 (ITT)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Information Travel & Tours
JOB ANNOUNCEMENT NUMBER	FFR20-0392
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Monday, July 06, 2020
FIRST CUT-OFF DATE	Wednesday, July 15, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
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

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.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- 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.
- General experience of 0 – 6 months.
- Must have a high school diploma or equivalent.

EDUCATION

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JOB TITLE	Tools and Parts Attendant
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Auto Hobby Shop
JOB ANNOUNCEMENT NUMBER	FFR20-0405
SALARY RANGE	12.46 Hourly
OPENING DATE	Friday, July 10, 2020
FIRST CUT-OFF DATE	Wednesday, July 15, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31, 2020
SERIES & GRADE	NA-6904-05
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 50 miles radius)

JOB SUMMARY

This position is located in the Facilities Division (Auto Hobby Shop), Morale, Welfare and Recreation Department, Fleet Activities Sasebo, Japan. The purpose of this position is to receive, store and issue the full range of tools and parts used by customers at the Auto Hobby Shop.

DUTIES AND RESPONSIBILITIES

- Receives stores, identifies and issues the full range of available items used by customers at the shop. Items primarily consist of hand tools; small electric tools used for automotive repair and replacement parts. Receives, stores and inventories items.
- Checks incoming shipments of stock by comparing items names and identification numbers with receiving reports and by opening, counting and visually checking contents of containers. Reports overages, shortages or damaged items.
- Stores items in establishing locations and sets up specific locations for new items, considering such factors as the use, size, shape, weight and similar nomenclature of items.
- Tags locations and enter names, quantities and locations of stock onto locator records. Conducts inventories by counting items on hand, searching bins for missing items and taking recounts as necessary. Issues and processes returned items.
- Selects items based on specific identifying information, or by converting shop terms to standard nomenclature, stock or part numbers. Refers to locator files, issue and turn-in records and part number change lists to identify and locate items.
- Follows up to assure return of nonexpendable items and checks upon return for damage or maintenance needs.
- May perform minor maintenance such as cleaning stock and parts, applying protective coatings and replacing wooden handles on broken tools.
- Reports obviously damaged or inoperative tools used or excess stock or parts to the supervisor.
- Collects user fees, runs a cash register and fills out cash reports. Enforces shop safety precautions.
- Incumbent must present a neat, well-groomed appearance at all times and must work harmoniously with co-workers and members of the MWR Department.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- Requires skill in storing incoming items and verifying overages, storages or damaged items. Must be able to select and set up storage locations, considering such factors as the use, size, weight, shape and nomenclature of items.
- Must be skilled in converting shop names to standard nomenclature and in determining the location,

availability and specific identification of items by referring to locator files issue and turn-in records and part number change lists.

- Requires skill in searching for missing items and taking recounts during physical inventories. Requires customer service skills and the ability to operate a cash register.
- Must have the basic knowledge of automotive maintenance repairs and service. Knowledge of shop equipment, car lifts, tire changer, etc. required. Must have or be able to obtain a U.S. Government Vehicle Driver's License.

EDUCATION

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CONDITIONS OF EMPLOYMENT

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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

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JOB TITLE	CYP Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / Various Location
JOB ANNOUNCEMENT NUMBER	FFR20-0425
SALARY RANGE	\$14.88 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Monday, July 20, 2020
FIRST CUT-OFF DATE	Saturday, August 1 st , 2020 (cut-offs every 1 st and 15 th of a month)
CLOSING DATE	Thursday, December 31 st , 2020
SERIES & GRADE	NA-7404-08
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Flee 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

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CONDITIONS OF EMPLOYMENT

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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.

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Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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JOB TITLE	Maintenance Helper
AGENCY	Commander, Navy Installations Command
BRANCH	N922D Community Recreation / Wood Hobby Shop
JOB ANNOUNCEMENT NUMBER	FFR20-0434
SALARY RANGE	\$12.46 Hourly
OPENING DATE	Friday, July 24, 2020
FIRST CUT-OFF DATE	Saturday, August 1, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31 st , 2020
SERIES & GRADE	NA-4749-05
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 50 miles radius)

JOB SUMMARY OF DUTIES AND RESPONSIBILITIES

Incumbent serves as assistant to a higher grade maintenance worker/mechanic in maintaining all equipment and facilities in optimum operating condition. Assists in the performance of one or more trade practices associated with occupations such as carpentry, plumbing, electrical, air conditioning, painting, and other related trades. Assignments may include but not limited to: assists maintenance workers in performing general maintenance, repair and/or alterations to such items as: doors, floors, floor covering, walls, ceiling, windows, electrical switches, receptacles and light fixtures, commodes, wash basins and showers. Assists in performing repair of recreation/mess equipment and appliances and other related maintenance and/or custodial duties. Assists in the performance of simple plumbing repairs replacing faucets or washers; repairing toilet flushing devices; clearing clogged drains, and tightening leaking pipe joints. Assists in the performance of light maintenance on air conditioning units and intermediate maintenance on equipment in the facility. Incumbent must assist in the performance of minor electrical repairs to switches and boxes, and replace electric lights, fuses and fixtures. Incumbent must drive motor vehicles to and from work sites, warehouses, and dumps. Maintains maintenance shop in a safe and clean condition. Observes environmental, safety, security and housekeeping rules and regulations.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.
- Works under the direct constant supervision of a higher grade maintenance worker/mechanic.
- Performs simple tasks independently after receiving detailed instructions.

QUALIFICATIONS REQUIRED

- Basic knowledge of trade practices sufficient to complete simple tasks using common skills.
- Familiarity with safe use of common hand and powered tools.
- Possession of, or ability to obtain a valid state driver's license.

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).

Work is performed both inside and outside, and is exposed to dirt, paint vapors and fumes, possible electric shock, scrapes, burns and cuts.

Occasionally may handle materials and equipment may handle materials and equipment weighing 40 pounds and over.

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.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

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JOB TITLE	Publicity Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N94P Marketing Department
JOB ANNOUNCEMENT NUMBER	FFR20-0456
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 4, 2020
FIRST CUT-OFF DATE	Friday, September 18, 2020 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Thursday, December 31 st , 2020
SERIES & GRADE	NF-1035-02
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

This position is located in the Marketing Branch, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent is to provide office automation and editorial support to the Marketing Branch.

DUTIES AND RESPONSIBILITIES

- Incumbent is responsible for producing and formulating all necessary artwork required for a particular publicity purpose.
- Layouts may come from rough sketches, brief ideas and instructions provided by the immediate supervisor.
- Incumbent designs, updates and distributes weekly and/or monthly table tents to the CFAS Galley, mess decks on all home ported ships and various MWR facilities; changes an outdoor letter marquee board; maintains internal and external MWR displays; creates and designs publicity pieces such as fliers, posters, brochures, programs, certificates, coupons, informative literature, door hangers and shoots photographs and video of MWR events and services.
- Creates all banners for the entire MWR Department that includes use of banner and lettering machines and all Velcro banner signs
- On an as needed basis, the incumbent will assist in producing newsletters, newspaper advertisements, Commander's Access Channel and MWR's monthly magazine; and updating electronic signboards and the POD.
- This position performs a variety of general and administrative functions and performs other related duties as assigned by the Marketing Director and/or the Public Affairs Specialist.

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 should, but not required, a college degree in Communication, Marketing, Journalism, Advertising Business or Computer Graphics Design. Ability in writing and oral communication is essential.
- Knowledge and familiarity with computer programs such as Aldus PageMaker, Microsoft Publisher, Work Perfect and Corel Draw for use in layout and designs of promotional activities is helpful. Must have a driver's license to operate a vehicle.
- Must be able to lift and carry boxes up to 40 pound in weight.
- Must present a neat, well-groomed appearance at all times, and work harmoniously with co-workers and members of the MWR Department.

- When required, must be able to work at night, weekend, and or holiday.

EDUCATION

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CONDITIONS OF EMPLOYMENT

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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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