

REGIONAL NAF PERSONNEL OFFICE

MWR NASJRB Willow Grove, PA 19090

VACANCY ANNOUNCEMENT

01/06/04

Does not confer to Civil Service Status

POSITION: **Supervisory Recreation Specialist (AD)**

NF-018804 (pending classification)

Salary: Negotiable

ANNOUNCEMENT# MWR 01-04

LOCATION: MWR Department, Sports & Fitness Div.

NASJRB Willow Grove, PA

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position, Full-time

NOTE: Relocation costs are negotiable

Direct Deposit of salary is a condition of employment

DUTIES: Develops programs and activities for gymnasium and fitness center complex. Organizes, schedules and administers leagues, tournaments, and special events. Conducts organizational meetings, prepares schedules, arranges officials, keeps records and standings, and procures and presents awards for athletic events. Plans and schedules use of all indoor sports and fitness facilities for practices, games, PRT's and special events. Recommends new activities or changes to current activities to meet the needs of an extremely diverse customer base. Evaluates facilities and equipment and makes recommendations regarding facilities, funds and staff support needed. Responsible for the operation and management of the assigned athletic facility/facilities, which may include gymnasium/fitness center(s), swimming pool(s), softball fields, soccer/football fields, racquetball courts, tennis courts, and running trails. Ensures that all facilities are efficiently scheduled, properly run and well maintained. Is responsible for custody and maintenance of all vehicles, equipment, and supplies assigned to the facility. Is also responsible for cleanliness and material condition of the facility. Responsible for maintenance of a gymnasium and fitness center complex. Performs inspections to determine maintenance problems, makes service calls to Public Works and tracks performance of repairs by PWC or contracted service providers. Conducts a variety of meetings and clinics involving coaching, officiating, and participation in intramural leagues and tournaments. Prepares and provides input for the APF and NAF annual operating budgets for inclusion in the overall Sports and Fitness budget submission. Prepares for submission: purchase orders, vouchers, work orders, personnel forms, personal service contracts related to the program and tracks procurement with the MWR Central Accounting Office. Assures that fire, safety, security and sanitation inspections are conducted and routine maintenance of facilities is performed. Takes remedial action as applicable to correct deficiencies. Insures work requests are submitted to Public Works and monitors requests until job completion. Performs safety training with staff. Coordinates marketing of all programs with MWR Marketing Office. Assists with planning and conducting Sports & Fitness Division special events. Performs other related duties as assigned.

QUALIFICATIONS: Knowledge of: proper method of administering league and tournaments; basic rule of play of team and individual sports; Navy health and safety requirements; as well as Morale, Welfare & Recreation Department policies and procedures. Ability to communicate effectively both orally and in writing, and the ability to speak effectively and make presentations and conduct training. Ability to interact effectively with diverse groups of patrons to include military officers and enlisted foreign military assigned to the complex, retired and reserve personnel, and dependents and authorized civilians. Skill in effectively managing financial and physical resources. Knowledge of budgeting and the ability to exercise effective internal controls. Working knowledge of exercise physiology and biomechanics. Current professional certification as health/fitness instructor or exercise specialist by an accredited organization. A four year degree in physical education, recreation, or a closely related field with experience in athletic administration and supervision preferred. A minimum of 3 years documented experience in personnel supervision, sports and fitness programming, and facility management. Must have a working knowledge of the Navy PRT program.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: MWR Bldg 2, NASJRB Willow Grove, PA 19090

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal 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 any other non-merit factors."

Web Site: www.nsa-norva.navy.mil