



NAVY REGION SOUTHWEST FLEET & FAMILY READINESS



NON-APPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT

Vacancy Announcement Number: 060-17
Job Title, PPlan, Series, & Grade: Supervisory Recreation Specialist (Liberty Manager), NF-0188-03
Location: Fleet & Family Readiness, NAS Lemoore, CA.
Status: Regular Fulltime W/Benefits
Salary: \$19.00 - \$22.00 Per Hour
Opening Date: 23 May 2017
Closing Date: Open Until Filled - First Cut Off Date - 13 June 2017
Who May Apply: All Sources
Relocation Negotiable

DESCRIPTION OF DUTIES: The incumbent is responsible for managing, supervising and directing the day-to-day operation of the Recreation Center. Plans and coordinates details of recurring and nonrecurring activities, special events and joint community undertakings to ensure maximum utilization of facilities, services and other resources. Suggests improvements and revisions to these various activities to the wide range of participant needs and interests to meet the limitations of funds. Plans, develops and coordinates special recreation activities and existing programs. Schedules and publicizes activities. Responsible for developing and purchasing program promotional materials. Arranges for all supplies and equipment necessary to support programs. Assists with developing budget criteria. Serves as point of contact for young adult activities. Attends conferences and meetings as required by supervisor. Maintains liaison and communicates with BUPERS and echelons of higher authority by telephone and personal contact on young adult matters. Provides for adequate staffing, effective training and supervision of subordinate employees. Carries out EEO policies and communicates support of these policies to subordinates. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

- A degree from an accredited college or university in Recreation Management/Administration or closely related field is desired
- Knowledge of recreation policies, principles concepts and methodology of recreation
- Knowledge and skills required to plan, implement and carry out all activities of a young adult activity program
- Ability to plan, assign, train and supervise the work of subordinates and market programs
- Knowledge of inventory procedures and controls, budget preparation and accounting systems and processes
- Ability to make independent judgment and sound decisions
- Ability to follow verbal and written instructions
- Must be able to communicate clearly and effectively in English both verbally and in writing
- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background investigations are conducted using fingerprints identifications and completion of background inquiry forms.

HOW TO APPLY: Submit a NAF employment application form and resume to the CSP Department, 737 Avenger Ave, NAS Lemoore, Ca 93246-5001 or fax to (559) 998-4892. Applications may also be submitted via email to LEM.R.N92_MWR_HRO@navy.mil . For more information, visit our website at <http://navylifesw.com/lemoore/jobs> . Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel the vacancy announcement at any time during the recruitment process. For any questions you may contact the NAF Human Resources office at (559)998-2243. We are an E-Verify participant. Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, you may not be notified on non-selection.

DIRECT DEPOSIT IS MANDATORY UPON HIRING.

Dept. of the Navy NAF is an **equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.