



JOB TITLE	Recreation Assistant (Head Lifeguard)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Deployed Forces Support / Aquatics
JOB ANNOUNCEMENT NUMBER	FFR17-0875
SALARY RANGE	\$10.00 - \$12.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Monday, November 20, 2017
FIRST CUT-OFF DATE	Monday, December 4, 2017
CLOSING DATE	Friday, December 29, 2017
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

JOB SUMMARY

This position is located within the MWR Department, Commander Fleet Activities, Yokosuka, Japan. The primary function of the incumbent of this position is to perform head lifeguard duties, providing leadership, and guidance to lifeguards responsible for safeguarding the lives of persons using the respective swimming pool to which assigned.

DUTIES AND RESPONSIBILITIES

Responsible for opening/closing tasks and maintains daily logs and records. Assigns staff rotations on the shift, and assigns duties to lifeguards as needed. Handles customer concerns. Observes activities of persons in the pool area to ensure that safety rules are followed. Provides information to swimmers regarding safety rules and procedures. Rescues swimmers and administers first aid as required. Performs such other duties as required by the pool supervisor.

QUALIFICATIONS REQUIRED

Incumbent must have at least one year of experience as a lifeguard. Must hold a valid Red Cross Lifesaving Certificate or a higher certificate. All certifications in CPR and First Aid must be current. Must be a mature individual who can exercise control over a group of people. Must present a neat, clean, and presentable appearance.

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.navy.mwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send via email to: MWR_RECRUITMENT@fe.navy.mil

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

Please visit our webpage at <http://www.navy.mwr.org/jobs> 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 (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.