



JOB TITLE	Recreation Specialist (Physical Fitness)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR17-0717
SALARY RANGE	\$12.14 - \$15.71 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Wednesday, October 4, 2017
FIRST CUT-OFF DATE	Wednesday, October 13, 2017
CLOSING DATE	Friday, December 29, 2017
SERIES & GRADE	NF-0188-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

***Amended Closing Date from Open Until Filled to 12/29/17.**

SUMMARY OF DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

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

CONDITIONS OF EMPLOYMENT

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

Must be able to obtain and maintain a NCCA Accredited Certified Group Fitness Instructor Certification and/or Personal Trainer Certification.

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.