



<b>JOB TITLE</b>	Bowling Center Manager
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division / Bowling Center
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0531
<b>SALARY RANGE</b>	\$52,169.00 - \$60,516.00 Yearly Plus Non-Taxable Post Allowance & Living Quarters Allowance
<b>OPENING DATE</b>	Tuesday, August 1, 2017
<b>CLOSING DATE</b>	Tuesday, August 15, 2017
<b>SERIES &amp; GRADE</b>	NF-1101-04
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Yokosuka, Japan
<b>WHO MAY APPLY</b>	Worldwide

---

### **JOB SUMMARY**

This position is located in the Business Operations Division of the Morale, Welfare and Recreation (MWR) Department, U.S. Commander Fleet Activities, Yokosuka, Japan. The purpose of this position is to provide maximum availability of the Bowling Center programs to a wide variety of Military and civilian personnel, family members, retired personnel, authorized Department of Defense (DoD) and Contract personnel. The incumbent is responsible for the safe and efficient operation of the Bowling center, comprised of 32 lanes that average 650 lines per lane per day.

### **DUTIES AND RESPONSIBILITIES**

The incumbent plans, develops, organizes, coordinates, and administers the day-to-day and continuing operations of the Bowling Center. Executes diversified bowling activities for 32-lane Bowling Center and full service Snack Bar. Actively promotes and organizes bowling programs through leagues, special tournaments and special bowling classes. Coordinates publicity and promotes events. Ensures maintenance is performed of bowling center equipment. This includes inspecting mechanical parts and components, lanes, ball, and pins for serviceability. Cleans and applies dressing to lanes, cleans and maintains approaches and buffs lanes. Incumbent ensures those routine and preventive maintenance programs on all inseting machines and related equipment is carried out and is in proper operating and safety condition. Supervises and coordinates the sale of food items and the preparation and sale of short-order food items. Plans and schedules daily service and special food items. Ensures the proper preparation, display, and price marking of food items and complies with correct receiving and pricing procedures. Sells and promotes a wide variety of Bowling Center programs, special events and attractions. Develop marketing and promotional materials are made available to all authorized patrons. Incumbent is responsible for controlling the change funds, daily receipts, and accountability of property, including inventories of resale items. Responsible for financial transactions dealing with all programs in the Bowling Center. Incumbent is responsible for the control of the daily operation of the amusement machines located in the Bowling Center and the collection of the revenue. Monitors the machines to ensure they are not outdated as far as patron and or game interest are. Prepares and justifies non-appropriated and appropriated annual operating budget for the Bowling Center, and request acquisitions of items to maintain, improve, expand or enhance the Bowling Center operations. Responsible for assurance operating within these budget parameters. Applies financial knowledge and skill regarding both appropriated fund and non-appropriated fund entitlements and procedures to interface both funding sources for a sound fiscal policy, which meets program objectives, but both long short term goals. The incumbent is responsible for a need assessment of the population served and should include payroll, equipment, training and other requirements necessary to operate the facilities in an efficient manner. Plans work to be accomplished by 35 Bowling Center employees, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Assures that production and accuracy requirements are met. Approves/disapproves leave. Give advice, counsel, or instructions to employees on both work and administrative matters. Recommends performance standards and ratings or development and training. Identifies developmental and training. Interviews candidates; recommends appointment, promotion, reassignments etc. Hears and resolve complaints from employees, referring group grievances and more serious unresolved

complaints to a higher-level supervisor. Ensures that employees observe regulations and rules on housekeeping and conduct. Supports and implements all safety and occupational health programs.

### **QUALIFICATIONS REQUIRED**

A professional knowledge of bowling center operations and the ability to promote bowling.

Knowledge of ABC, WIBS, and YABA bowling regulations.

Knowledge of area amusement parts and sporting stadiums.

Skill in effectively managing the financial and physical resources associated with the centers operation.

Mechanical knowledge to maintain equipment in good operating condition.

Ability to do troubleshooting to all facility equipment.

Incumbent must possess a through working knowledge of procedures, techniques, and financial responsibilities related to the daily administration of a bowling center.

Incumbent must possess the ability to motivate, direct, control, and supervises a subordinate staff as well as the ability to perform work within broad administrative supervisory controls.

### **CONDITION OF EMPLOYMENT**

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

### **RELOCATION**

Authorized

### **TRAVEL REQUIRED**

Travel may be required up to 10% or less.

### **OTHER INFORMATION**

\*\*Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

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.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

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](mailto: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.navymwr.org/resources/hr>

### **HOW TO APPLY**

Interested applicants MUST apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov). We no longer accept emailed applications.

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.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

**REQUIRED DOCUMENTS**

- Resume
- [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: 011-81-46-816-5446  
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.