



JOB TITLE	Supervisory Recreation Specialist
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Outdoor Recreation (Special Events Division)
JOB ANNOUNCEMENT NUMBER	FFR17-0866
SALARY RANGE	\$25,000.00 - \$35,000.00 Yearly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Friday, November 15, 2017
FIRST CUT-OFF DATE	Friday, November 22, 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	Current NAF Employees to include Military Spouses within the local commuting area

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

JOB SUMMARY

This position is located in the Community Recreation Division, of the Morale, Welfare and Recreation (MWR) Department, located within Commander, Navy Installations Command (CNIC). Manages and administers a comprehensive and diverse year round recreation program and various recreation facilities that can include but are not limited to Parks and Picnic Areas, Outdoor Rental/Resale/Adventure Activities, Camping/RV Parks, Vehicle Storage, Liberty Program, Library Program, Information, Tickets and Tours (ITT), Recreation and Resource Centers, Bowling, Paintball, Deployed Forces Support, Special Events, Command Event Support and Equipment Issue, Auto Skills and Snack Bars. Also, plans, promotes and implements a variety of MWR or Community Recreation programs and activities. The position is also responsible to seek various partnerships with community organizations, and businesses in support of MWR programs and base wide special events.

DUTIES AND RESPONSIBILITIES

Uses creativity to plan, promote and implement well-rounded Community Recreation programs utilizing numerous facilities within the entire MWR Department, in accordance with CNIC approved program standards. Coordinates leisure skills development activities and classes. Organizes community special events such as comedy shows, holiday events, celebrity appearances, concerts, 4th of July Festival, and Winterfest, which are just a few of the many programs offered throughout the year. Serves as a liaison for MWR related activities associated with Training Support Center (TSC), Fleet & Family Readiness Departments (N9) and other tenant commands on base, when needed. Provides support for unit allocation events to include equipment, programming ideas, and coordination assistance. Performs the development, management, maintenance, planning, business plan execution, and administration of a diverse Community Recreation program. Assists with writing standard operating procedures. Ensures programs are in compliance with local and Regional program policies, regulations, and procedures, including higher level Navy and Department of Defense (DoD) instructions, regulations and program standards; uses judgment in adapting guidelines for specific situations, methods and processes that may deviate from guidelines. Exercises authority and independent judgment in development of plans and solutions. Solicits and helps to negotiate partnerships on behalf of the MWR Department. Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. Develops contacts and creates professional proposals, execution of agreements and follow-ups. Researches and provides information and referral on a variety of recreational opportunities for individuals/families on and off the base. Assumes responsibility for planning, coordinating, publicizing, marketing and execution of programs and special events within the Community Recreation program by utilizing all available resources. Seeks ways to promote and market MWR facilities and events through outreach opportunities on base. Promotes MWR facilities and events through staff and student indoctrination and other large group functions and gatherings. Promotes events and programs by speaking to large groups and using administrative resources to create and post advertising materials, providing input for quarterly calendars, weekly base

paper, etc. Provides administrative duties and support through after-action reports, data collection and database administration. Monitors Community Recreation programs to ensure Navy Program standards are met or exceeded. Evaluates and reviews ongoing programs and recommends changes or enhancements that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity. Performs regular analysis of projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population. Provides onsite project oversight and ensures approved plans are implemented and notifies local and regional leadership of any issues or concerns that may arise. Uses metrics and financial data to make recommendations for modifications to programs. Ensures all facilities and activities associated with the Community Recreation program meet established fire, safety, security and sanitation guidelines. Takes timely action to correct deficiencies through coordination with appropriate entities. Assists in planning and designing of construction projects that may include facility renovations and enhancements. Leads and performs check-in and check-out of materials and collects any applicable fees by operating point of sale (POS) computer system for equipment and activities associated with Community Recreation Programs. Inspects equipment upon return for damage and makes recommendations for replacement when required. Balances and reconciles daily sales transactions by completing a Daily Activity Report (DAR). Performs inventory of various types of equipment, retail items, supplies and any other item deemed to have cash value. Leads and instructs subordinate staff in administering traditional and nontraditional workshops, clinics and events in a variety of outdoor skills areas including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking or water sports. Provides outdoor field experiences related to above skill training in the form of day and weekend trips. Leads day-to-day operation of multiple programs to which assigned; assists with staffing, training and scheduling. Provides customer service awareness and information, requisitioning merchandise, ensuring adequate stock levels, entertainment and promotion schedules. Supervises staff within the Community Recreation Program on a temporary, as needed basis consisting of less than 20% of overall duties. Recommends personnel actions to include recruitment, evaluation, counseling, employee development and termination on a temporary, as needed basis consisting of less than 20% of overall duties. Performs other duties as assigned as they pertain to the duties of this position.

QUALIFICATIONS PREFERRED

Combination of experience related to customer service and or activity based programming.

Ability to work independently, make sound decisions and have the ability to effectively communicate both orally and in writing.

Knowledge of the goals, principles, techniques and methods of procedure used in organizing, planning and conducting all types of activities.

Knowledge of the entire scope of activities and their suitability in the Community Recreation Program for individuals and groups, of varying demographics, ages and interests.

Ability to create, negotiate, implement and sustain partnerships via various MWR agreements.

Ability to maintain a clear and accurate database.

Ability to represent the department and speak in front of both small and large groups.

Knowledge of recreational and entertainment events.

CONDITIONS OF EMPLOYMENT

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

Wears protective clothing and equipment as situations warrant.

No fixed schedule. Hours of work will vary as required by the needs of the program to include split days off, early shift, late shift, evenings, weekends and holidays.

Subject to recall. Must possess and be able to maintain a current and valid driver's license.

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 your resume via email: 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.mwryokosuka.com/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.