

Recreation Specialist (Community Recreation)

DEPARTMENT OF THE NAVY

Commander, Navy Installations

CNRJ Commander Fleet Activities Okinawa

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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) for Commander Fleet Activities Okinawa. The incumbent, 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.

[Learn more about this agency](#)

Overview

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Accepting applications

Open & closing dates

 05/05/2023 to 05/12/2023

Salary

\$20 - \$22 per hour

Depending on Experience, Plus Non-Taxable Post Allowance.

Pay scale & grade

NF 3

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Location

1 vacancy in the following location:

 **Okinawa Island, Japan**

Remote job

No

Telework eligible

No

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Competitive

Promotion potential

3

Job family (Series)

[0188 Recreation Specialist](#)

Supervisory status

No

Security clearance

[Other](#)

Drug test

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

Trust determination process

[Suitability/Fitness](#)

Announcement number

FFR23-0207A

Control number

724014500

This job is open to

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[Family of overseas employees](#)

Family members of a federal employee or uniformed service member who is or was, working overseas.



[Military spouses](#)



[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

WHO MAY APPLY: Status of Forces Agreement (SOFA) sponsored applicants within the local 50 miles radius commuting area (including applicants with current Military Spouse Preference, Family Member Preference, & current Federal employees).

Duties

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- 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, 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 (DoD) instructions, regulations and program standards; uses judgment in adapting guidelines for specific situations, methods and processes.
- 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.
- 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.
- 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.

- Uses metrics and financial data to make recommendations 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.
- May be required to drive motor vehicles up to a 9-passenger van to transport entertainers to/from hotels, airports, and eating establishments.
- Inspects equipment upon return for damage and makes recommendations for replacement when required.
- Balances and reconciles daily sales transactions.
- Performs inventory of various types of equipment, retail items, supplies.
- 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.

Requirements

Conditions of Employment

- Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).
- 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.
- Must possess and be able to maintain a current and valid driver's license.
- Subject to recall.
- Wears protective clothing and equipment as situations warrant.

Qualifications

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

- 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.
- One year specialized experience in the field of recreation.

Education

- When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college

transcript, or a list of courses, which includes grades earned, completion dates, and quarter, and/or semester hours earned as part of your application package.

- Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States.
- Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency, which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.
- All substitutions of education for experience will be made in accordance with OPM approved qualification standards.
- To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required.
- All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study.
 - *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s).
- Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience.
- For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Additional information

[Read more](#)

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

All resumes will be reviewed to determine if they meet the hiring eligibility and qualification requirements listed in this announcement, and will be rated based on the information provided in the resume to determine the level of knowledge, skills and abilities (KSAs) related to the job requirements. Using the qualifications of the position, a predetermined rating criterion of KSAs will be used for each resume. Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews.

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents

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The following documents are required at the time of application:

- Resume or NAF Application Form
- Proof of SOFA Status. Acceptable supporting documents include:
 - PCS Orders (Applicants' name must be listed as approved dependent) (Military)
 - Family Entry Approval/Dependent Entry Approval (Military)
 - Sponsor's Letter of Employment (Civilian)
- Proof of Education (if required under "Qualifications Required") such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position

Other Documents You May Submit:

- OF-306 (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement) If claiming Veteran's Preference, 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

Note: Applications missing any required document will not be eligible for consideration.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

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[Read more](#)

Agency contact information

 CNRJ NAF Human Resources

Phone

[81-468-16-5446](tel:81-468-16-5446)

Email

FFR_NAFRecruitment@us.navy.mil

Address

Commander, Fleet Activities Okinawa
CNRJ NAF HRO (N941)
PSC 473 Box 12
FPO, AP 96349-0001
US

[Learn more about this agency.](#)

Next steps

[Read more](#)

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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