# Non Appropriated Fund Human Resources

Fleet and Family Readiness Programs

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** NSA 6-15

**Job Title, Plan, Series, & Grade:** Recreation Assistant (Fitness Support)

 NF-0189-02

**Location:** Fitness, NSAHR Norfolk, VA

**Status:** 1, Regular Full Time

 (35-40 hours; days, evenings, weekends & holidays)

**Salary:** $9.08 - $10 per hour

**Opening Date:** 16 January 2015

**1st Closing Date:** 23 January 2015

**Closing Date:** 30 January 2015

**Area of Consideration:** All Sources - Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** Checks I.D. cards to assure that only authorized customers utilize the athletic facility. Issues and receives athletic gear/equipment. Operates washer and dryers to sort, wash, dry, fold and store athletic gear. Answers telephone, taking reservations for the athletic courts or facilities. Cleans and maintains athletic facilities, performing general janitorial services to ensure interior spaces are in a clean, neat and orderly state at all times. May operate cash register, ringing sales and providing correct change to the patron. At end of shift, completes the Daily Activity Report. **Performs other duties as assigned.**

**QUALIFICATIONS REQUIRED:** Must have a minimum one year of work experience which involved dealing with the general public. Knowledge of basic arithmetic to perform inventory accountability and to compute charges and make change. Skilled in customer service techniques, tact and good judgment. Basic knowledge in the use of a variety of fitness equipment including free weights is preferred.

**CONDITIONS OF EMPLOYMENT**: Must possess and maintain a driver’s license. Must successfully complete the National Agency Check. Position requires adequate level of physical exertion such as walking, bending, stooping and setting up for sporting events.

**HOW TO APPLY**: Download required application form at: [www.discovermwr.com/nafhr](http://www.discovermwr.com/nafhr). Submit the NAF employment application form to: NAF Human Resources Office (Portsmouth) Scott Center Annex, Bldg. 1559, Portsmouth, VA 23709 or fax to 757-396-4943. Applications may also be submitted via email to NSApplications@nhr-ma.com. Submitted applications and resumes will be retained for 90 days. For more information, visit our website at [www.discovermwr.com/nafhr](http://www.discovermwr.com/nafhr). Applicants who do not meet the above requirements may not be interviewed. Participation in direct deposit upon employment is required. **Due to the large volume of applications received we regret we are not able to respond individually in writing to all applicants who are not selected for interviews for our positions.**

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Mid-Atlantic is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.