

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-21-483

POSITION TITLE: Recreation Assistant (Water Safety/Swim Instructor), NF-0189-02, Regular Full Time, 1 Vacancy

SALARY: \$12.74 - \$19.41 per hour

LOCATION: Andersen Pool, 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB) Guam

WHO MAY APPLY: Open to current CNIC APF or NAF MWR employees at 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam.

OPEN DATE: 19 October 2021

CLOSING DATE: 23 October 2021

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COVID-19 VACCINATION REQUIREMENT: As required by [Executive Order 14043](#), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. Through our work at Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam and Marine Corps Base Camp Blaz (MCB CB), we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwr Guam.com/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

Instructs various levels of swimming including various strokes (e.g., front crawl, back crawl, elementary backstroke, breaststroke, sidestroke, butterfly, etc.). Teaches students from age groups of infant through adult. Instructs basic diving, safety and survival skills to students. Works with lifeguards to ensure swim lessons are safe at all times. Enforces pool safety standards and facility operational rules for all individuals using the facilities. Plans and organizes instruction methods and goals that support the general teaching outlines provided by the Aquatics Program Manager and the certifying organization. Organizes and directs activities of students in order to provide a high level of quality instruction for all pool patrons. Develops swim program according to student's ability and promotes students to higher levels of swimming according to their skills. Provides individual feedback to parents/guardians regarding student's swimming developments and achievements. Provides introductory equipment orientations, when needed. Inspects equipment used for swim instruction, ensuring they are within the condition required by environmental health standards. Informs supervisor of deficiencies. Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy. Completes and submits records and documentation of completed lessons to the Aquatics Program Manager and the American Red Cross office. Works with the Aquatics Program Manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels. Prepares and completes accident/incident reports during emergency situations. Notifies management of all emergencies immediately. Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.). Checks identification cards to ensure proper patron usage. Helps organize and assists in the development of special programs, activities or instruction. Completes regular cleaning and tidying of equipment used for swim lessons to ensure the maintenance of a safe environment for staff and patrons. Answers telephone providing information in regards to facility hours of operation, upcoming special events and programs, etc. Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe.

A complete list of duties and responsibilities will be provided at the time of hire.

TRAVEL REQUIRED: No

SUPERVISORY STATUS: No

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS*

QUALIFICATIONS: In order to qualify for this position, 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. 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](#). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. 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.

Work consists of interacting with a wide variety of patrons who seek assistance to improve their swim ability. Incumbent stays current on basic information pertaining to the Fitness Division and actively promotes programs and Morale, Welfare and Recreation (MWR) events. Work involves performance of specific routine operations that include few tasks or procedures, but can have significant impact on the well-being of patrons and staff. Duties performed contribute directly to the military community's readiness, physical fitness, morale, and quality of life. The incumbent promotes physical fitness and healthful living, which will have a positive influence in improving the morale, physical and mental well-being of all patrons.

Work may include extended hours of sitting and standing and requires prolonged hours in the pool during swim lessons or other activities. Work involves frequent lifting or pulling of pool equipment, cleaning supplies, and program participants. Must be able to lift 50 lbs. Work is primarily performed in indoor or outdoor pools. Indoor aquatics facilities are subject to high humidity. Outdoor aquatics/waterfront facilities are subject to variable weather conditions.

Must possess and maintain the following certifications:

- Water Safety Instructor (in accordance with CNICINST 1710.3) ;
- Lifeguard Training Certification (in accordance with CNICINST 1710.3);
- Cardiopulmonary Resuscitation for the Professional Rescuer and Healthcare Providers;
- First Aid to include Automated External Defibrillator Certification; and
- Blood Borne Pathogens.

Ability to satisfactorily complete background investigation - National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years or a Child Care National Agency Check with Inquires when there is regular contact with children under the age of 18. Must be able to work varied work schedules to include holidays, weekends, and evenings. Must be able to work with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).

EDUCATION: *SEE QUALIFICATIONS*

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.
- Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.
- Military retirees, please submit your statement of service.
- Documentation submitted for other/previous vacancies is not considered as part of this submission.
- Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**
- Submit sponsor's PCS orders to Guam.

***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**
- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download Gold Star Vet Preference Form](#); **AND**
- Submit a legible copy of DD-1300; **AND**
- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to NAFJobs@fe.navy.mil. For additional information, visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154. All applications **MUST** be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.