

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

ANNOUNCEMENT NO: JRM-20-255

POSITION TITLE: Supervisory Recreation Specialist (Community Recreation), NF-0188-03, Regular Full-Time, 1 Vacancy

SALARY: \$33,000 - \$58,000 per annum PLUS Cost of Living Allowance (COLA)

LOCATION: Outdoor Recreation/Marina, Morale Welfare Recreation Department, Naval Base Guam

WHO MAY APPLY: Open to all

OPEN DATE: 04 June 2020

CLOSING DATE: 18 June 2020

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SUMMARY: The mission of Joint Region Marianas Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam, and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base, Guam, 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.militarymwrquam.com/>

RESPONSIBILITIES: 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 and Boat 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 while seeking various partnerships with community organizations and businesses, in support of MWR programs and special wide events. Additionally oversees the boat rental and storage at the Marina. Performs supervisory duties which include assigning work, defining priorities, selecting and recommending applicants for hire, evaluating performance, recommending pay adjustments/awards, providing or recommending training, approving and/or disapproving leave requests, initiating corrective actions, and recommending formal corrective/disciplinary actions as warranted. Supervises federal civil service employees. Authorizes personnel action requests (SF-52) and ensures timekeeping documents are submitted in accordance with local direction. Ensures interviews and selection of new hires is performed in accordance with established hiring practices. Leads and instructs subordinate staff in administering traditional and non-traditional 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. 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. 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, on an as needed basis. Provides support for unit allocation events to include equipment, programming ideas, and coordination assistance. Responsible for the development, management, maintenance, planning, business plan execution, and administration of a diverse Community Recreation program. Solicits and assists with negotiating 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. Responsible 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. (Promoting events and programs are done 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. All administrative duties are completed through a variety of sources including computer software which tracks patron's usage and responses (includes providing information for metrics and patron counts). Solicits input from activity managers regarding internal short/long range goals, business plan objectives and program standards. Monitors various programs to ensure standards are met or exceeded. Routinely evaluates and reviews ongoing programs and provides activity managers with guidance that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity. Assists with -writing standard operating procedures. Performs regular analysis of projected projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population. Provides onsite project oversight and ensures that 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 any 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. 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. Completes a Daily Activity Report (DAR) to ensure accountability for the balancing and reconciliation of daily sales transactions. Performs inventory of various types of equipment, retail items, supplies and any other item deemed to have cash value. Promotes customer service awareness and information, requisitioning merchandise, ensuring adequate stock levels, entertainment and promotion schedules. Transports patrons off-base to local attractions for trips, tours and outings. Performs other duties as assigned.

TRAVEL REQUIRED: Yes - Occasional travel of less than 10% may be required.

SUPERVISORY STATUS: Yes

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.

Knowledge gained through relevant education and training (i.e., Bachelor's Degree in Recreation, Marketing, Business or closely related field) and/or equivalent recreation related work experience. Combination of experience related to customer service and or activity based functions.

Ability to work independently, make sound decisions and have the ability to effectively communicate both orally and in writing. Knowledge of recreational programs. 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. Program planning and leadership skills to devise and implement a leisure and social recreation program that will stimulate and sustain the interest of participants and challenge participants that they may benefit from the social values to be derived from recreational activities. Ability to obtain and maintain a valid state driver's license. License must be obtained within 90 days of being placed in the position. Ability to communicate effectively both orally and in writing.

Hours of work will vary as required by the needs of the program to include split days off, evenings, weekends and holidays. May be required to work early, late, and on weekends and holidays. Subject to recall regularly.

Wears protective clothing and equipment as situations warrant.

Occasional travel of less than 10% may be required.

Position has been designated Non-Critical sensitive. As a position of trust and IT II position, employment is conditional on the successful completion of an Access National Agency Check (ANACI) or other equivalent background check.

Must possess and maintain a current driver's license to drive a government vehicle in the performance of duties.

Must possess or be able to obtain and maintain a U.S. Coast Guard (USGC) Operation of Uninspected Passenger Vehicle (OUPV).

EDUCATION: *SEE QUALIFICATIONS*

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, 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: <https://www.militarymwrquam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>; **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: <https://www.militarymwrquam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>; **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: https://www.opm.gov/forms/pdf_fill/sf15.pdf; **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 M-GU-JRM-NAFHRO-N9@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 4-6 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 2-6 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 (<http://www.sss.gov/>).

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.