



Marine Corps Air Station New River, PO Box 4128, Jacksonville, NC 28540

Commercial: 910-449-5607

DSN: 752-5607

FAX: 910-449-4179

Email: newriver.vacancies@usmc-mccs.org

VACANCY ANNOUNCEMENT

Position Title: RECREATION SPECIALIST (AQUATICS)

No: 04-12

Level: NF-0189-03

Opens: 03 Feb 12

Starting Salary: \$13.00 per hour

Closes: 03 Mar 12

Type of Employment: Full-Time

Location: Aquatics, Semper Fit Division

Area of Consideration: All Sources

Minimum Requirements: Must have three years experience in aquatics. Must be able to certify in all levels of basic swimming and lifesaving. Must be Water Safety Instructor, Cardiopulmonary Resuscitation (CPR) and lifeguard certified. **(Copies of certifications must be provided with application/resume.)**

If you feel you meet the minimum qualifications proceed by completing the following steps

How to Apply

1 Complete application for employment and/or resume **REQUIRED**

Current or former DoD Nonappropriated Fund (NAF) employees must list the following information for positions held to be considered for non-competitive selection

- Position title, pay level, series and grade (e.g. Sales Associate NF-2901-01)
- Employment dates
- Reason for separation (if applicable)

2 Prepare Knowledge, Skills and Abilities (KSAs) response **REQUIRED**

- List all paid or volunteer positions related to the experience asked for in the KSA
- Include position title, position dates and pay grade (as applicable) and provide detailed information regarding the experience asked for in the KSA
- Need more information on KSA's, [click here](#) for more details.

3 Deadlines for submission:

- Email to newriver.vacancies@usmc-mccs.org prior to midnight on the closing date. **If you do not receive an automatic reply of resume received within 24 hours, please contact us at 910-449-5607.**
- Mail to MCCS Human Resources, PO Box 4128, Jacksonville, NC 28540 to arrive by the closing date
- Fax to 910-449-4179 prior to midnight of the closing date
- In person - bring to MCCS Human Resources, Bldg. AS208 from 8:00 am - 4:00 pm prior to the closing date

Introduction. This position is located in Aquatics, Fitness Branch, Semper Fit Division, Marine Corps Community Services, Marine Corps Air Station New River. The incumbent supervises swimming programs which include but are not limited to lifeguard, CPR, first aid and water safety training.

Duties and Responsibilities. The incumbent's responsibility, first and foremost, is to lead by example, to shape and sustain a working environment most conducive to the successful performance of those entrusted to his/her leadership and direction; creating a positive atmosphere and culture within the Semper Fit Division and its constituent branches that reflects the pride, professionalism, sense of accomplishment, fulfillment, collaborative engagement, well-being and wholehearted customer focus of its employees and is the incumbent's essential purpose and focus of main effort. Ensures proper scheduling and coordination of programs with the base/camp service officer and the Aquatics Program Manager. Submits necessary manpower and equipment requirements to the Aquatics Program Manager. Responsible for all recreational fund property assigned to the pool/beach facility. Ensures the pool's security and initiates all necessary repair and maintenance requirements. Notifies the Aquatics Program Manager and Fitness Director of any recommended action deemed necessary correct discrepancies and prepares other related activity and incident reports. Supervises the daily pool/beach operations and its administrative functions. Maintains key to the safe and issues change fund to the cash register attendant. Ensures accuracy of cash handling and its accounting documentations. Ensures tasks given are accomplished by the Head Lifeguard and assigned lifeguards/swimming instructors. Conducts, on an as-needed basis, instruction for pool/beach lifeguards. Instructs, monitors and coordinates all water safety programs in the facility. Ensures quality training in cardiopulmonary resuscitation (CPR) and lifeguard (LG) certification.

Relays instructions from supervisor. Gets work started. Sets work pace. Demonstrates work methods and provides work-related guidance. Ensures worksite materials and tools are available to complete work. Reports workplace injuries to the immediate or higher level supervisor and to the Human Resources office in the absence of the immediate supervisor. Checks with supervisor on problems. Checks on work and meets productivity goals. Ensures employees follow security, safety and housekeeping rules. Conducts on-the-job training and instructions. Performs supervisory duties in an emergency or short-term and nonrecurring basis.

Knowledge, Skills and Abilities (KSAs). **REQUIRED** KSAs are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position. Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants must indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSA's; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate **specific position titles (current and former NAF employees include NAF grade level), employment dates, and examples** for each work experience listed.

- a. Describe work or related experience that demonstrates your knowledge of swimming pool/beach operations and the equipment involved.
- b. Describe work or related experience that demonstrates your ability to instruct, monitor and coordinate all water safety programs in the facility
- c. Describe work and related experience that demonstrates your ability to lead others in accomplishment of work.

This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

Selection. This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND (NAF) FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT.

Spouse Preference: Spouses of relocating active duty military members applying through **Spouse Preference Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. **Transition Assistance:** **Involuntarily separated members** of the **armed forces** and **eligible family members** applying through the **Transition Assistance Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with "TA" stamped in red on front of card.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 449-5607. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp>.

MCCS is a Drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is **mandatory** as a condition of employment for all appointments to positions within Marine Corps Community Services.

**MANAGERS/SUPERVISORS – POST ON ALL OFFICIAL BULLETIN BOARDS.
DISTRIBUTE COPIES TO SUPERVISORS FOR DISSEMINATION TO EMPLOYEES**



DID YOU REMEMBER TO?

- Include resume or application for employment
- Include KSA Response
- Submit by the close date of the announcement