

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-005 *EXTENDED

LOCATION OF POSITION: Morale Welfare and Recreation Department (MWR), Aquatics Division, NAS Pensacola, Florida.

OPENING DATE: 01/06/2016

CLOSING DATE: Open Until Filled (*2nd cutoff 02/22/16)

POSITION: Supervisory Recreation Assistant (Assistant Aquatics Coordinator)/NF-0189-03

SALARY: \$13.00-\$18.00/PH

EMPLOYMENT CATEGORY: Full Time (Scheduled to work 35-40 hours weekly. May be required to work weekends, holidays, and rotating shifts. Eligible for ALL group benefits.)

AREA OF CONSIDERATION: Applications will be accepted from all sources.

DUTIES: ADMINISTRATION - In cooperation with the aquatics director: Plans, develops, maintains, evaluates and monitors military aquatic facility operations, aquatic programs, recurring activities and special events at approximately 5-7 aquatic facilities. Plans swimming programs, develops basic categories such as swim instructions, swim team competition, water exercise classes, etc. Enforces rigid safety regulations to ensure maximum protection of swimmers and adherence to established policies and procedures. Solicits feedback from customers and staff. Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public. Professionally communicates policies and procedures to staff and patrons. Maintains complete and accurate records (incident reports, accident reports, parties, activity schedules, lifeguard schedules, schedule changes, Kronos, Time and Attendance sheets and equipment inventory). Works with supported programs (Child Development Center (CDC), Youth Center, command functions, swim team, scuba lesson program) including staff scheduling and activity organizations. Monitors the full range of beach/pool operations (i.e., rotation, ordinance and policy enforcement, vigilance, staff performance, signage, hazards, etc.). Makes public presentations on safety and lifeguard services. Prepares miscellaneous forms and typewritten materials as requested. May assist supervisor in developing annual budget, procurement of equipment, formulating long range plans, safety programs, and public relations undertakings. SUPERVISION - In cooperation with the Aquatics Director: Incumbent ensures that all programs and aquatic activities operate efficiently and safely according to regulations. Supervises 5-50 lifeguards and instructs other personnel who may be assigned to the aquatic program. Provides necessary advice, guidance and on the job training as appropriate for the performance of the lifeguard's duties. Oversees the administration of the written and practical water safety tests to ensure the qualifications of lifeguards assigned to the swimming pools and beaches are met. Makes hiring and staffing recommendations, and provides input to the Aquatics Director on retention of lifeguards. Ensures that all rules and regulations pertaining to the pools and beaches are posted and observed as outlined in applicable regulations and that personnel perform their duties in compliance with these policies. Assists with scheduling problems, develops work schedules, approves time cards for 5-50 employees. Responsible for ensuring that all maintenance work required for facility upkeep are within the scope required by environmental health standards. Monitors safety, security and cleanliness of facilities and liability exposure. Assists in the annual evaluation of staff, performs bi-weekly skill audits and evaluates a wide range of staff training. Assists in the supervision and motivation of shift supervisors, lifeguards, instructors, and program contractors. Assists in the coordination, development and implementation of safety and emergency plans for aquatic facilities. Communicates with closing staff that all necessary facility closing operations have been completed. Assists in the response to emergencies and complaints, helps resolve problems as they arise, assists in the execution of disciplinary actions as necessary, notifies the appropriate supervisor and/or files appropriate reports as necessary. Supervises relationship between leaders and lower-level guards. Supervises aquatic facilities in the absence of Aquatics Director. Assures that equal opportunity is extended to employees supervised which includes full consideration of eligible minority group members and women in filling vacant positions; holding individual and group meetings to communicate equal opportunity and program missions; providing career counseling and orientation; enhancing career opportunities through training and development, job redesign and similar techniques; and ensuring full equal consideration of these employees in recommending promotions, awards, and other forms of special recognition. MAINTENANCE - Assures work assignments are carried out by performing the following: Coordinates with facility support staff for necessary repairs not performed by the aquatics staff. Instructs workers on work sequence, procedures, methods and deadlines. Monitors the inventory of necessary materials. Resolves problems that come up during the work. Maintains a current knowledge of and

answers questions on procedures, policies, written instructions and other directives. Assists in the evaluation of the scope of work required and ensures staffing is appropriate for that level. Checks work while in progress and when finished. Ensures that safety and housekeeping rules are followed. Reports to Aquatics Director on status and progress of work and causes of delays. Completes special projects as assigned by the Supervisor. Attends staff meetings, training, and workshops as required. Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work requires some physical exertion in handling tools, materials, and equipment in organizing, developing and preparing the physical environment for various projects, activities, and events at the aquatic facilities, and facility routine maintenance and requires frequent use of motorized vehicle. Must be able to ensure public safety and participate and/or assist with the rescue, retrieval and or care for an individual at risk at the pool/beach or an individual suffering from a medical condition. The incumbent may be required to: Sit, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk and lift up to 40 pounds. Use hands, fingers, arms, legs and body, feel objects and manipulate them, operate tools and equipment effectively. Observe activities around the pool/beach continuously and for extended periods of time.

QUALIFICATIONS: Must hold a valid Lifeguard Certificate and a Lifeguard Training Instructor Certificate from an approved organization. A current Water Safety Instructor Certificate, a Certified Pool Operator Certification and a Certificate for Aquatic Management from a recognized institution are all desirable. Incumbent must maintain a high level of proficiency in every area of their certification. Must be at least 18 years old. A minimum of two to three years of experience as a lead lifeguard or Pool Manager, including programming, is required.

SEE REVERSE SIDE FOR FILING INSTRUCTIONS AND ADDITIONAL INFORMATION

NOTE: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

We are an E-Verify participant.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

TO SUBMIT BY MAIL : MWR NAF Personnel Office,
150 Hase Rd. Bldg. 3249,
NAS Pensacola, FL 32508 **OR...**

FAX: (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website:** www.navywmwpensacola.com. The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

SPOUSE PREFERENCE: If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

VETERAN PREFERENCE: If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

ACTIVE DUTY MILITARY: Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

TRANSITION HIRING PREFERENCE: If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**
