

Position: Recreation Assistant

Job Vacancy Notice#: 06/12

Location: Recreation Center

Grade/Pay Band: NF-0189-02 Non-Exempt

Salary Range: \$10.50-\$12.00 per hour

Employment Category: Flex up to 40 hrs. Per wk.

Non-Competitive potential to regular position. Salary may be negotiable on performance.

In-house applicants (currently regular status) will retain benefits upon selection.

Opening Date: 09 Jan 12

**Closing Date: Open Until Filled
1st Cut off 13 Jan 12**

Area of Consideration: All Sources

Brief Description of Major Duties: Incumbent leads, directs, trains and works along with staff of the Semper Fit Recreation Branch demonstrating proper work methods in any one of the following activities: Recreation Center, Athletics Office, Field House, Paintball, Fitness Center, Gym, Auto Hobby Shop, Boathouse, Marina, Camping, Tickets and Tours Office or central business office from which special events are planned and executed. Prepares work schedules and trains employees in methods and procedures of performing work, reviewing work while in progress. May participate in interview process and make recommendations on performance appraisals. Assists the Activities Manager and performs a variety of duties related to the operation of the assigned facility and related programs. Carries out assigned phases of designated activities applying an understanding of the interest and needs of program participants, based on established policies. May be responsible for opening/closing of activity, to include all financial reports and records. Ensures compliance with fire, safety, environmental, sanitation and security regulations. Typical assignments may include: establishing schedules of events, applying rules and regulations in supervising participants in recreational activities, setting up for recreation and athletic events scheduling and conducting tours and field trips, receiving and issuing equipment, collecting fees, preparing Daily Activities Reports, and following up on customer complaints. May provide instruction, supervision and necessary services to authorized patrons. Responsible for ensuring cleanliness of activity and safe operation of equipment. Responsible for operation of activity in absence of manager. Works under the direct supervision of the activity manager and general supervision of the Deputy Semper Fit Director/Semper Fit Director. Routine work is performed independently without detailed supervision advising customers accurately and ensuring satisfactory service. Detailed instructions are provided when performing new or procedurally complex duties.

Physical Efforts: Stands, walks, bends, may be required to lift objects weighing up to 40 pounds (occasionally 50 pounds). Work requires some physical exertion when participating in events, including occasional moderate lifting when handling equipment and supplies.

Qualifications: Minimum two years experience in the recreation field. Must have two years of supervisory experience and possess ability to plan and direct the work of subordinates. Must possess a general knowledge of any one of the following recreational activities: bowling, field sports, tennis, racquetball, paintball, fitness center activities, boating/marina operations, ticket and tour sales, auto hobby, or camping. Must possess the ability to communicate effectively, both orally and in writing. Basic computer skills and knowledge of common office system software is highly desirable. May be required to work evenings and/or weekends. May be required to possess valid CA driver's license and the ability to obtain a government driver's license.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit a MCCS Form #18. For all NF Exempt, NS Supervisory and NL Leader positions, applicants must submit MCCS Form #18 and a current resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position.

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.

Conditions of employment: Applicants are required to successfully complete a National Agency Check with Inquiries background check and screening. Direct Deposit is a mandatory condition of employment. MCCS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. Full consideration will be given to all qualified applicants without regard to race, sex, color, age, religion, physical handicap, national origin, marital status or political affiliation in accordance with the No FEAR Act of 2002. No FEAR Act also covers the Whistleblower Protection Laws.

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Three options to apply

- * *Apply in Person: MCCA Human Resources 3704 Hochmuth Avenue Bldg 5 San Diego, CA 92140 To apply in person visit our website: www.mccsmcrd.com to register for base access. Accepting applications: Monday – Friday 8:00am – 3:30pm Office phone: 619.725.6226*
- * *Fax your resume: 619.725.6233 Please put the following [Attn: position applying for]*
- * *E-mail your resume: sandiego.vacancies@usmc-mcca.org*



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