



VACANCY ANNOUNCEMENT
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Jim Creek Navy Recreation Facility
Arlington, WA

Announcement #:	NAF 12-016	Opening Date:	31 January 2012
Job Title:	RECREATION ASSISTANT	Closing Date:	12 February 2012
Pay Grade:	NF-0189-02	Pay Range:	\$14.00-\$15.00 ph DOE
Category:	Flexible/Seasonal Hire (March – October 2012)	Location:	Jim Creek Navy Recreation Facility, Arlington, WA
Who May Apply:	Open to the Public		

NOTE: This position is a seasonal position. The projected starting date is March till October 2011.

This position is one of the main support in the recreational operation and maintenance of Jim Creek facility. Employee privileges include access to base facilities such as gyms, recreation centers, restaurants, and discount tickets to sporting and entertainment events.

Summary of Duties: Assists in the operation of Jim Creek recreation center activity. Incumbent carries out assigned phases of designated recreation activity applying an understanding of the interest and needs of program participants which are based on established Navy policies. Ensure that recreation sites, facilities and equipment are operated and maintained in accordance with operation and maintenance plans. Includes campgrounds, marina boats, picnic shelters, vault toilet, shower facility, etc. Clean up after individual users and groups. Reports on condition and use of sites and areas. Maintains contact with and provides support to campers and/or campground hosts. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. Ensures adherence to safety rules and regulations. Performs other related duties as assigned.

Qualifications: One to two years experience in a related recreational activity. Must be able to deal effectively with co-workers and customers at all levels. This position is subject to satisfactory completion of background checks.

Conditions: Work is performed both indoors and outdoors and maybe subject to varying weather conditions and slippery or uneven surfaces. Work involves frequent walking, standing, and occasional lifting of objects not exceeding 50 pounds in weight.

How to Apply: Obtain NAF Application and Declaration for Federal Employment (form 306) from: www.navylifepnw.com. Send signed application, Form 306, and resume via mail to: CNRNW FFR, Attn Human Resources, Bldg. 94, 610 Dowell Street, Keyport, WA 98345; via e-mail to: CP-Personnel.cnrnw@navy.mil, or by fax to (360) 396-5445.

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