

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:		RECREATION ASSISTANT (EXERCISE INSTRUCTOR)	
SALARY:	\$10.37 Per Hour	SERIES NUMBER:	NF-0198-02
ANNOUNCEMENT #:	0006-10	OPEN DATE:	01/06/2010
LOCATION:	Semper Fit – Athletic Branch Center	FIRST CUT OFF DATE:	Open Continuous
AREA OF CONSIDERATION:	All Sources	HOURS: Sun-Sat / 4 to 10 hours weekly **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report		<input type="checkbox"/> Salary to be increased by COLA (Subject to change)	
<input checked="" type="checkbox"/> Minimum Age Requirement 18		<input checked="" type="checkbox"/> Minimum Age 21 Required	
<input type="checkbox"/> Pre-Employment Drug Test		<input type="checkbox"/> Health Card Required	
		<input type="checkbox"/> Valid Drivers License Required	
		<input type="checkbox"/> Resume/Cover Letter Required	
		<input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX (On call)	

DUTIES: Under the general supervision of the Fitness Director, incumbent is responsible for conducting several types of group exercise classes (high/low impact, step, body sculpting, kickboxing, etc.), typically consisting of 3 to 40 participants, at various ability levels. Sets-up exercise routine and formulates new routines applied to appropriate music, beats per minute, etc., depending on patron levels. Provides advice and guidance to patrons in perfecting routines. Provides available literature pertaining to exercise. Continually monitors patron reaction to exercise routines with responsibility for monitoring heart rates, safety and proper biomechanics. Takes appropriate emergency action such as applying CPR and first aid, and completes accident reports as required. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Incumbent must possess current certification in Group Exercise from Aerobic and Fitness Association of America (AFAA), American College of Sports Medicine (ACSM), or American Council on Exercise (ACE) or YMCA group instructor (conditions apply). Must also have six months to one-year experience in conducting group exercise classes, formulating music routines, and dealing effectively with groups as well as individuals on a one-on-one basis. In addition, must possess current Cardiopulmonary Resuscitation (CPR) certification. Knowledge of exercise physiology, training and safety principles are required but may be obtained after employment.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration.

WHAT TO FILE: An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com. **CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

EVALUATION AND RANKING OF CANDIDATES: All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

NO FEAR ACT: MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF 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.