

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

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|--|--|---|-------------------|
| POSITION: | RECREATION AID | | |
| SALARY: | \$7.75 – \$9.50 Per Hour (Salary commensurate w/exp) | SERIES NUMBER: | NF-0189-01 |
| ANNOUNCEMENT #: | 0021-10 | OPEN DATE: | 01/26/2010 |
| LOCATION: | Business Operations – Information Ticket and Tours | FIRST CUT OFF DATE: | 02/02/2010 |
| AREA OF CONSIDERATION: | All Sources | HOURS: Mon – Sat 9:00am – 7:00 pm and Sun/Holidays 9:00 am – 5:00 pm **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 25% COLA (Subject to change) | <input type="checkbox"/> Valid Drivers License Required | |
| <input checked="" type="checkbox"/> Minimum Age Requirement 18 | <input type="checkbox"/> Minimum Age 21 Required | <input type="checkbox"/> Resume/Cover Letter Required | |
| <input type="checkbox"/> Pre-Employment Drug Test | <input type="checkbox"/> Health Card Required | <input type="checkbox"/> RFT <input checked="" type="checkbox"/> RPT <input type="checkbox"/> FLEX | |

DUTIES: Provides information services on entertainment and events in Hawaii to include concerts, dinner shows, luaus, theater tickets, amusement parks, sporting events, etc. Sells tickets, makes reservations for customers by issuing vouchers, and collects appropriate fees. Prepares daily activity records for collections for which tickets or vouchers issued. Must be familiar with adjustments in discounts and service charges. Completes appropriate accounting documents, takes daily inventory of tickets, and deposits daily receipts. Accumulates and updates a wide range of information on recreational opportunities at military and civilian establishments, maintaining up-to-date listings of events, concerts, programs. Maintains contact with patrons and vendors on tour itinerary, prices, discounts, etc., and coordinates with other DOD ITT offices to ensure fair and reasonable charges for tickets, tours and travel packages. Provides input to superiors on procurement requests based on previous sales, length of sale period, and consensus of patron interest. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: ; Must be capable of operating a cash register, accepting payments for ticket sales. Special emphasis on public relations skills, and ability to become familiar with local entertainment, tours reservation policies and procedures. **Occasionally works at Camp Smith ITT office.**

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/02/2010**, WILL BE GIVEN FIRST CONSIDERATION. Position to remain open until filled.

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: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of 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.