

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 (INSTRUCTOR)		
SALARY:	\$10.37 -12.00 Per Hour	SERIES NUMBER:	NF-0189-02
ANNOUNCEMENT #:	0042-10	OPEN DATE:	02/05/2010
LOCATION:	Business Operations – Outdoor Recreation Marina	FIRST CUT OFF DATE:	02/12/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Sun – Sat 6:30 a.m. – 8:30 p.m. **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 checked="" 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 checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Performs and assists in the operation of the specified recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Typical assignments may include participating with supervisor in establishing schedules of events such as boat licensing, expanded sailing instruction; applying rules and regulations in supervising assigned youth participants in outdoor activities; setting up gymnasiums and playing fields for sports events; scheduling and conducting orientations on marina/outdoor recreation activities. Demonstrates procedures common to the activities, and instructs in the use of related equipment such as fishing gear and erecting tents. Conducts instructional classes in the recreation area. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities, and assists in performing household chores associated with the maintenance and equipment preparation procedures. Ensures adherence to safety rules and regulations. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: One to two years experience in outdoor recreational types activities to answer questions from patrons and to ensure equipment is operational. Requires ability to present instructional classes, primary following established lesson plans but which may require some adaptation. Must be able to learn MCCS policies, rules, and regulations involving the work area, and have ability to communicate orally, and be able to occasionally lift items weighing up to 45 pounds.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/12/10** WILL BE GIVEN FIRST CONSIDERATION. Position to remain open until filled. 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.

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

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.