

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 ATTENDANT		
SALARY:	\$8.10	SERIES NUMBER:	NF-0189-01
ANNOUNCEMENT #:	0057-10	OPEN DATE:	02/26/2010
LOCATION:	Semper Fit – Main Gym	FIRST CUT OFF DATE:	03/05/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Sunday – Saturday 0430 – 2230 **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report		<input type="checkbox"/> Salary includes COLA (Subject to change)	
		<input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	

DUTIES: Incumbent is involved in one or more recreational activities such as military center activities, athletics, fitness and sports programs, and/or other similar MCCS recreational services. Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Provides information concerning facilities and operation. Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises. May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payments and make change. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Must be able to learn MCCS policies, rules and regulations involving the work area, and have the ability to communicate orally and in writing. Must have knowledge of basic mathematics. Six months experience in the assigned recreational activity is desired.

FILING INSTRUCTIONS: Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 03/05/2010 WILL BE GIVEN FIRST CONSIDERATION.**

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: 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.