

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:	\$10.81-12.00 Per Hour	SERIES NUMBER:	NF-0189-02
ANNOUNCEMENT #:	0182-10	OPEN DATE:	7/23/2010
LOCATION:	Business Operations – Outdoor Recreation Marina	FIRST CUT OFF DATE:	7/30/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Sun – Sat 8:00 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 COLA (Subject to change)	<input checked="" type="checkbox"/> Valid Drivers License Required	
<input 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 type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	

DUTIES: Incumbent is assigned to the Marina/Fishing Pier, a specialized recreational activity. Incumbent performs and or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of the sailing activity applying an understanding of the interest and needs of program participants. Typical assignments include: establishing schedules of events; applying rules and regulations in supervising participants in outdoor activities: scheduling and conducting classes; creating and maintaining syllabuses, lesson plans, and sailing examinations. Demonstrates procedures common to the activity, and instructs in the use of related equipment . Conducts instructional classes in the recreational area. Directs and assists customers ensuring a safe departure and arrival of marina watercraft. Assists in: watercraft maintenance: cleaning of watercraft: replacement of riggings: minor hull and sail repair: and inspecting marina watercraft for damages and informs supervisor if any are found. Responsible for securing and storing all marina boats and boating equipment. May oversee sale of retail items associated with associated activities. Ensures adherence to safety rules and regulations. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to resolve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to immediate supervisor. Adheres to established standards of actively supporting the principals of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Minimum one year experience in an outdoor recreational water activity. Ability to instruct sailing classes and the use of related facility equipment. Preference given to applicants with a minimum of one year sailing instructor experience and those who have a U.S. Inspector certification. Skill to learn applicable MCCS policies and procedures. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45 lbs with assistance.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **7/30/2010** 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. **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 NAF Personnel Office representative. 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.