



MARINE CORPS BASE HAWAII
 MCCS Personnel Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

POSITION:		SINGLE MARINE & SAILOR PROGRAM COORDINATOR	
SALARY:	\$45,000 PER ANNUM	SERIES NUMBER:	NF-0188-03
ANNOUNCEMENT #:	0184-10	OPEN DATE:	7/23/10
LOCATION:	Semper Fit – Single Marine & Sailor Program	FIRST CUT OFF DATE:	7/30/10
AREA OF CONSIDERATION:	All Sources	HOURS: Monday – Friday 8:00-5:00 nights/ weekends & holidays required **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report		<input type="checkbox"/> Health Card Required	
<input type="checkbox"/> Minimum Age Requirement 18		<input type="checkbox"/> Minimum Age 21 Required	
<input type="checkbox"/> Pre-Employment Drug Test Required		<input checked="" type="checkbox"/> COLA Included in Salary (subject to change)	
		<input type="checkbox"/> Valid Drivers License Required	
		<input checked="" type="checkbox"/> Resume & Cover Letter Required	
		<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Plans, organizes and implements the Single Marine program. Schedules, organizes, and publicizes, both recurring and nonrecurring activities. Develops, coordinates and chairs a Single Marine and Sailor Council consisting of unit representatives who advises commands on quality of life issues and concerns. Coordinates with other MCCS and station activities to maximize effective use of facilities and other resources in support of the program's goals and objectives. Prepares annual NAF and APF operating budgets for cognizant areas for inclusion in the overall Semper Fit Division budget. Ensures proper internal controls are established to protect income, minor property, fixed assets, resale merchandise, supplies, records, etc. Assists in the planning and design of construction projects, including facility renovation and new construction. Assist supervisor in the planning and administration of various special events and entertainment activities. Working across division, department and organizational lines, forms, coordinates and maintains a network of "Teams" of Marines, civilian employees and volunteers to assist in the development and delivery of programs through an effective communications network with target markets. Resolves complaints from patrons and solicits feedback to improve the quality of service period. Conducts briefs to Commanding General, commanders, units and special groups on issues pertaining to single marines and sailors. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: A minimum of three years of experience that demonstrates work experience directly related to the following: (a) the provision of quality of life programs for Single Marines, (b) the operational administration and provision of recreational special event programming. A Bachelor's degree in recreation leisure management, or similar field, from an accredited college may be substituted for two years of experience. Incumbent must be competent in using computers. Preferable experience with Microsoft Word/Excel/PowerPoint.

FILING INSTRUCTIONS: Submit a completed MCCS Employment Application, Resume and Cover Letter 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 07/30/2010 WILL BE GIVEN FIRST CONSIDERATION.**

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a *Request for Military Spouse Preference* which can 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.