



MARINE CORPS BASE HAWAII  
 MCCS Human Resources Office  
[www.mccshawaii.com](http://www.mccshawaii.com)  
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073  
 Fax: (808) 254-4888

<b>POSITION/GRADE:</b>	<b>RECREATION ASSISTANT - EXERCISE INSTRUCTOR (NF-02)</b>		
<b>SALARY:</b>	<b>\$10.81 per Hour</b>	<b>SERIES NUMBER:</b>	<b>NF-0198-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0019-12</b>	<b>OPEN DATE:</b>	<b>01/01/2012</b>
<b>LOCATION:</b>	<b>Semper Fit – Athletic Branch Center</b>	<b>CLOSING DATE:</b>	<b>Open Continuous</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Sunday – Saturday 4 TO 10 Hours Weekly</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/ or Investigative Consumer Report</b>		<input checked="" type="checkbox"/> <b>Resume Required</b>	
		<input type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input checked="" type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Under the general supervision of the Fitness Director, incumbent is responsible for conducting several types of group exercise classes (high/low impact, step, body sculpting, kickboxing, etc.), typically consisting of 3 to 40 participants, at various ability levels. Sets-up exercise routine and formulates new routines applied to appropriate music, beats per minute, etc., depending on patron levels. Provides advice and guidance to patrons in perfecting routines. Provides available literature pertaining to exercise. Continually monitors patron reaction to exercise routines with responsibility for monitoring heart rates, safety and proper biomechanics. Takes appropriate emergency action such as applying CPR and first aid, and completes accident reports as required. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Incumbent must possess current certification in Group Exercise from Aerobic and Fitness Association of America (AFAA), American College of Sports Medicine (ACSM), or American Council on Exercise (ACE) or YMCA group instructor (conditions apply). Must also have six months to one-year experience in conducting group exercise classes, formulating music routines, and dealing effectively with groups as well as individuals on a one-on-one basis. In addition, must possess current Cardiopulmonary Resuscitation (CPR) certification. Knowledge of exercise physiology, training and safety principles are required but may be obtained after employment.

**FILING INSTRUCTIONS:** Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained by visiting our website at [www.mccshawaii.com](http://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 or via email at [mccshawaiiapps@usmc-mccs.org](mailto:mccshawaiiapps@usmc-mccs.org). Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

**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*) or at [http://www.mccshawaii.com/jobs\\_listings.shtml](http://www.mccshawaii.com/jobs_listings.shtml). A copy of sponsor's Permanent Change of Station (PCS) orders must also be included.

**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 Human Resources Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the HR 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.