

NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-008

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: RECREATION AID, NF-0189-1, \$5.15 - \$10.58 PER HOUR

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK), REGULAR PART-TIME (20 – 39 HOURS PER WEEK);
REGULAR FULL-TIME (40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

AREA OF CONSIDERATION: COMMUTING AREA

WHO MAY APPLY: MILITARY SPOUSE PREFERENCE ELIGIBLE, INVOLUNTARY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS)

SUMMARY OF DUTIES:

In recreation facility, assists in directing patrons, scheduling the use of courts and equipment. Participates in and directs games and social events. Decorates party rooms and maintains the cleanliness of assigned work areas. Issues recreational equipment and games to authorized customers. Checks identification, collects fees when appropriate, and completes appropriate documentation. Receives returned items, inspecting for obvious damage and missing parts. Checks inventories and supplies.

In a bowling facility, responsible for counter control operations that include assigning bowling lanes and show rental. Collects and accounts for monies. Sells shoes, bowling balls and other accessories. Maintains order and ensures that bowling lanes and patron areas are cleaned before closing. Completes necessary reports.

In arts and crafts programs, operates or demonstrates the proper use of simple tools and equipment. Ensures that patrons observe safety rules and regulations.

In a bingo program, prepares the bingo program and sets up bingo prizes, card displays, and equipment. Maintains bingo card and games controls and prepares required reports. Awards prizes and maintains a supply of prizes. Secures equipment and supplies upon completion of the game and counts for cash. May "call" bingo games.

At a golf course, performs duties as starter issuing and checking tee times for patrons desiring to play golf. Checks to see if members and guest are signed in by the fold pro shop and have a valid play card or daily receipt for play. In addition, act as the golf course marshal by ensuring timely play, checks personnel for following and obeying the golf course rules and regulations. Collects for miscellaneous sundry items being sold while performing marshal duties and returns sales to the golf pro shop. Provides facility and program information to patrons. Assists with simple repair and maintenance.

CONDITIONS OF EMPLOYMENT: Favorable completion of pre-employment background checks. Must possess or be able to obtain a valid driver's license to operate motor vehicles/golf carts.

QUALIFICATIONS: Work experience in dealing with the general public and documenting cash transactions. Must at least 18 years of age for sundry sales.

The positions listed above are filled through regular scheduled job fairs. Applications received under this announcement will only be referred for vacancies that are not filled at job fair.

- Applications received under this announcement will remain active for a period of 180 days. Applicants must reaffirm their continued interest and availability for the positions they applied for prior to the 180-day period or their applications will be placed in the inactive files.
- Applicants selected for employment will be required to complete DA Form 3433-1 (Supplemental application Form) as a condition of employment.
- Refusal of a military spouse to participate in established recruitment procedures (e.g., interview, KSAs where required) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current tour of duty of the military sponsor at this installation.
- All applicants will be free from reprisal in making protected disclosure and the confidentiality of applicants making such disclosures will be protected (whistleblower protection).
- Department of the Army Non-Appropriated Fund Instrumentalities are Equal Opportunity Employers.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action. If this position requires you to use a Government computer, you will be required to complete a favorable NAC.
- The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodations are made on a case-to-case basis.



WHERE TO APPLY: Candidates must submit DA Form 3433, and/or a resume for each position to the NAF Human Resources Office, Bldg. 319, Ft. Riley, KS. Candidates with prior active military service must have the original copy of their latest DD Form 214 showing the nature and character of discharge verified and copy for submission with the application. Military spouses who wish to apply based on preference must submit a copy of their sponsor's PCS orders. To obtain credit for education a copy of originals must be verified and submitted with the application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

RELEASING AUTHORITY: HAROLD M. COX, JR.
NAF Human Resources Officer