

# NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-017

OPENING DATE: 01 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: RECREATION ASSISTANT, NF-0189-02, \$7.64-\$13.41 PH

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

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

AREA OF CONSIDERATION: COMMUTING AREA

**SUMMARY OF DUTIES:** Explains and helps patrons in such procedures as the mixing of clay and glazes, the use of potter wheels, cooling and drying racks, and the application and firing of paints and glazes. Explains and demonstrates the fundamental methods, techniques, and procedures involved in the use and operation of such photographic equipment as still and hand-carried motion picture cameras, photographic enlargers, lenses and filters, and flash units. Assists patron in laboratory work requiring application of basic darkroom methods and techniques.

Sets up schedules and facilities for competitive events, tournaments, and sporting events. Provides information to participants regarding the rules, regulations and requirements for scheduled events. Arranges for necessary publicity of events. Establishes and maintains current schedule of events and maintains and posts team and individual standings. Prepares for special activities by decorating the facility in accordance with the particular function, greeting and registering guest, providing information concerning the facility and the activity, and ensuring necessary safety and security measures are taken. Prepares and maintains fields for sporting events to include marking, raking, filling holes, operating various lawn and garden equipment, lighting system, and irrigation system. Performs grounds keeping tasks; picks up debris and trash from playing fields.

Provides technical assistance/instruction to patrons in the performance of self-help automotive repair ranging from simple to more complex repairs including overhaul of engines and transmissions, and bodywork. Informs patron of shop policies and provides instruction on safe and efficient operation of all equipment and associated tools. Recommends acquisition of new equipment. Collects fees and safeguards funds and equipment.

Issues summer and winter equipment and supplies for outdoor recreation activities to authorized patrons. Ensures timely return of equipment and supplies by patrons and checks condition and cleanliness. Collects fees for equipment checkout.

Maintains clean, safe, and serviceable equipment and supplies for patrons use. Conducts periodic inventories, maintains inventory records, and keeps supervisor informed of inventories to assure that sufficient quantities are available.

Collects fees from patrons and safeguards fund and equipment. Maintains change fund, makes bank deposits, and prepares Daily Activity Report.

May provide work guidance to other staff.

## QUALIFICATIONS:

Must have favorable results on pre-employment background checks to include a National Agency Check (NAC). Work experience related to the duties to be performed and in dealing with the general public.

- **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.**

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- **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