

Non-Appropriated Fund Activities

Announcement # NAF:001:04

Opening Date: 10/14/03 **Closing Date:** Open Until Filled

Position: Recreation Attendant (Youth Center), NF-0189-01, 20-35 hrs/wk split shift, \$7.75-8.50

Area of Consideration: All qualified applicants, local commuting area

Location: Morale, Welfare and Recreation Department

Duty Station: Dahlgren, VA

Duties: The incumbent must have an understanding of the basic purpose of the Youth Activity Center and knowledge of rules and practices. The incumbent will be responsible for: demonstrating and leading children in a variety of recreational activities; preparing the facility for scheduled activities; performing general housekeeping duties; handling cash, running cash register, writing receipts and preparing a daily activity report; and performing other duties as assigned.

Qualification Requirements: Applicant must be 18 years old; able to work some evenings and occasional weekends; a citizen of the United States, or foreign national serving on active duty as a member of the U.S. Armed Forces, or a dependent. CPR & First Aid certification preferred, but not mandatory. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. Applicant should include all experience, training, education, awards, commendations and other information that is relevant to the Job Elements listed below. Applicant is urged to address each job element specifically.

Job Elements:

- 1) Basic knowledge of rules and practices of recreational activities geared to youth groups.
- 2) Ability to communicate orally and in writing.
- 3) Ability to follow instructions.
- 4) Knowledge of basic mathematics, ability to operate cash register, collect payments and write receipts.
- 5) Experience working with youth in group settings in an organized leisure time program.

How to Apply: Submit an application or resume and copy of last 2 performance appraisals.

Mail applications to the following address:

Naval District Washington (Dahlgren)
Morale, Welfare and Recreation Department, Code CD25
17320 Dahlgren Road, Bldg. 100
Dahlgren, VA 22448-5100

Conditions of Employment

Background Check: Yes
Security clearance required: No
Supervisory/Managerial probationary period required: No
Drug test required: No
Permanent change of station travel may be authorized: No
Relocation services may be authorized: No

For further information, call (540) 653-7710.