



**NAF VACANCY ANNOUNCEMENT**  
**MARINE CORPS COMMUNITY SERVICES**  
**HUMAN RESOURCES DIVISION**

1401 West Road, Camp Lejeune, NC 28547-2539

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**EQUAL OPPORTUNITY EMPLOYER**

No. 125-09  
Opens: 2 Sep 09  
Closes: Open Until Filled

**POSITION: RECREATION ASSISTANT**

**NF-0189-02 LEVEL**

**MINIMUM STARTING SALARY \$9.09 PER HOUR**

**TYPE OF EMPLOYMENT: PART TIME**

**LOCATION: SEMPER FIT DIVISION, FITNESS BRANCH, VARIOUS FITNESS CENTERS**

**AREA OF CONSIDERATION: ALL SOURCES**

**THIS ANNOUNCEMENT IS AMENDED TO INCLUDE THE PROVISION THAT  
EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A  
NATIONAL AGENCY CHECK INQUIRY BACKGROUND CHECK**

**MINIMUM QUALIFICATION REQUIREMENT:** Must have one year experience working in a recreational activity.

**SPECIAL NOTES:** MUST BE ABLE TO WORK ROTATING SHIFTS (INCLUDING NIGHTS), WEEKDAYS, SATURDAYS, SUNDAYS, AND HOLIDAYS.

- Introduction.** These positions are located in the Semper Fit Division, Fitness Branch, various fitness centers, Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, North Carolina. The incumbent performs and/or assists the Facility Manager in the operation of the recreation facility.
- Duties and Responsibilities.** Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively in a courteous and considerate manner. Carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Establishes schedules of events. Prepares and submits Daily Activity Report, files and performs other general office responsibilities using a personal computer, fax machine, copier and calculator. Maintains daily patron records, time and usage data, membership data, activity registration and related information for planning and scheduling purposes. Demonstrates procedures common to the activity and instructs patrons in the use of related equipment. Helps in planning and coordinating details of recreational activities and maintains related supplies. Conducts instructional classes in the recreational area. Assists in planning, scheduling and publicizing various activities to attract and motivate participants.

3. **Knowledge, Skills and Abilities (KSA's).** KSA's are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position. Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSA's; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate specific positions, examples, and dates for each work experience listed.

- a. Describe work or related experiences that demonstrate your knowledge of recreational/fitness facility daily operations, programs and equipment.
- b. Describe work or related experiences that demonstrate your ability to effectively communicate with customers.
- c. Describe work and related experience that demonstrates your ability to operate recreational and fitness related equipment.

**Special requirement:** This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

4. **Selection.** This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT. **INCLUDE POSITION TITLE, SERIES, GRADE, EMPLOYMENT DATES, AND REASON FOR SEPARATION FROM EACH POSITION HELD.**

5. **How to apply.** You may apply on line by attaching your resume and KSAs to an e-mail addressed to: [lejeune.vacancies@usmc-mccs.org](mailto:lejeune.vacancies@usmc-mccs.org). You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539. The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2.

Spouses of relocating active duty military members applying through Spouse Preference Program must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. **Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.** Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with "TA" stamped in red on front of card.

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Check Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> .

**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.**

**Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.**