



RECREATION AIDE (TEEN WORK WISE)

Announcement – JBWW-16-001

Salary: \$10.50 per Hour Series/Grade: NF-0189-01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Youth Center – JB Anacostia-Bolling

OPENS: 11 February 2016

CLOSES: 3 March 2016

AREA OF CONSIDERATION: Youth Program Participant Eligibles, meeting age requirement.

25 Flexible Work-Wise Program Positions – Varied Hours – 05/31/2016-09/22/2016

HOW TO APPLY: Submit your resume, OF 306 (Declaration for Federal Employment), and 3 reference letters to the Youth Center located at 150 Arnold Ave Bldg. 4485, Joint Base Anacostia-Bolling, Washington, DC 20032. Failure to submit all the required documents may result in your application NOT being considered for this position.

These positions are targeted at students between **14** and **17** years old and who are interested in being considered for temporary employment within Family Readiness (FR) Programs: Morale, Welfare, and Recreation (MWR) Department; Child and Youth Programs (CYP).

DUTIES AND RESPONSIBILITIES:

The incumbent will be involved in one or more recreational activity such as community activities, youth activities, outdoor recreation, craft and hobby shops, aquatics, or other similar Morale, Welfare and Recreation (MWR)/Child and Youth Programs (CYP) services/events. Responsible for providing assistance in the oversight of activities and necessary services to authorized patrons, including general information on the use of facilities and equipment. Assists in the programming, planning and implementation of a variety of recurring and non-recurring activities. Ensures adherence to regulations and safety procedures and may assist assigned personnel in the monitoring of change funds, theater tickets, etc. May assist in maintaining routine reports and/or perform clerical and/or general maintenance duties as needed.

MINIMUM QUALIFICATIONS:

Incumbent must be at least 14 years of age and meet patron eligibility requirements for Navy Youth Programs. Eligible Patrons for CYP include: dependents of active duty military personnel, DoD civilian personnel paid from APF and NAF, reservists on active duty or inactive duty for training, DoD contractors and active duty Coast Guard. In the case of legally separated or divorced parents meeting the above criteria, the child is eligible only when they reside with the military sponsor. Must be able to learn MWR/CYP policies, rules and regulations involving work areas, and have the ability to communicate orally and in writing. Knowledge of basic mathematics and the purpose of recreational equipment and activities desired. Incumbents who may be assigned to the aquatics areas are required to be certified as lifeguards and must have basic First Aid and CPR Certification. **All selected candidates under 18 years of age must be able to obtain a valid work permit prior to orientation.** **Work permit deadline will be determined if selected.**

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The employment of minors, ages 14 and 15, is authorized by DOD 1400-25.M, SC 1403. The employment of all persons less than 18 years of age will follow published State and local standards and requirements, and the FLSA. Such persons may not be employed in or assigned to positions that are hazardous or detrimental to their health or positions in child care services. The State and municipality laws concerning minors handling intoxicating beverages will be observed.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.