

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Various		5. Duty Station Various		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code			
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Recreation Assistant	NF	0189	02	ops	07/11/2014
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Recreation Assistant, Community Recreation	NF	0189	02		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Community Recreation		c. Third Subdivision	
a. First Subdivision DEPARTMENT OF THE NAVY		d. Fourth Subdivision	
b. Second Subdivision COMMANDER NAVY INSTALLATIONS COMMAND		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
		Leslie Gould Community Recreation Program	
Signature	Date	Signature	Date
		GOULD, LESLIE, RE NEE. 1264693493	

21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position OPM PCF Recreation Aid and Assistant Series, GS-0189, TS-43, May 80 Grade Evaluation Guide for Clerical and Assistance Work.	
Typed Name and Title of Official Taking Action Otis P. Scott, Labor and Employee Relations Specialist		<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

Signature	Date
SCOTT, OTIS, P . 1243483855	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
 Block 18 b/c coded locally, supervisory certification required in block 20a. NOTE: Standardized PDs for CNIC NAF regions. Installation changes must be authorized by HQ N922 and HQ N941.

25. Description of Major Duties and Responsibilities (See Attached)

## **RECREATION ASSISTANT, NF-0189-02**

### **(COMMUNITY RECREATION)**

#### **I. INTRODUCTION**

Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) Community Recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- Provides customer service, information and support of Community Recreation programs and activities. Service to MWR customers includes, but is not limited to: checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies, and preparing snack bar menu items or pre-packaged retail items.
- Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs.
- Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift.
- Assists in processing customer Internet registrations (i.e. Net Near You), initial log-ins and event registrations.
- Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories items and completes inspections upon return.
- Notifies supervisor or program lead if damage or loss has occurred.
- Ensures all rental or check-out forms are properly completed and reservation and check-out procedures are followed.
- Conducts inventory, maintains inventory controls and maintains equipment for proper accountability of program equipment and resources.
- Assists in administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports.
- Provides recreation experiences related to leisure skill sets in the form of day and weekend trips.
- Assists in day-to-day administration of multiple programs to which assigned. Tasks include submission of event after-action reports, patronage data collection and entering program data.

- Performs inventory of various types of equipment, retail goods, supplies and items deemed to have cash value.
- Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics.
- Assists with recruitment, training and scheduling of Community Recreation staff.
- Actively supports the command statement on adherence to EEO principles and policies.
- Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events.
- Performs entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools, as needed.
- Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational E-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs.
- Performs community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up.
- Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base.
- Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Provides support for Community Recreation event set up and break down.
- Performs other duties as assigned as they pertain to the duties of this position.

### **III. FACTORS**

#### **1. KNOWLEDGE REQUIRED BY THE POSITION**

- Combination of experience related to customer service and or recreation activity based functions.
- Ability to organize, plan, administer special events and entertainment activities.
- Must be able to work independently, make sound decisions and have the ability to communicate effectively, both orally and in writing.
- Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities.
- Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests.
- Knowledge of the functions, procedures, and operations of recreation activities.

- Must have strong customer service skills.
- Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers.
- Ability to follow oral and written instructions.
- Knowledge of computers, office procedures and print production.

## **2. SUPERVISORY CONTROLS**

Works under direct supervision of the Community Recreation Manager. The supervisor sets general overall program and management objectives, but the employee is expected to carry out assignments independently.

Works under general supervision, following established policies and procedures. Supervisor issues general instructions and explains how work is to be completed. Refers to supervisor or higher grade leadership about problems and actions requiring deviation from established procedures. Supervisor spot checks work for adherence to established methods and procedures.

## **3. GUIDELINES**

Guidelines consist of Department of Defense (DoD), Commander, Navy Installations Command (CNIC), Navy Region and Installation instructions, policies and standard operating procedures (SOPs), security regulations, safety procedures, and established practices. Both written and oral guidelines are specific, complete, and apply to work assignments.

## **4. COMPLEXITY**

The varied nature of the program offerings, facilities and customer recreational interests requires a diverse collection of knowledge, skills and abilities. The incumbent will be trained in program standards and is expected to have knowledge of the Community Recreation program. The incumbent will often be required to work directly with customers, supervisors and contacts from other departments to obtain answers to questions, or to handle situations.

## **5. SCOPE AND EFFECT**

The purpose of this position is to assist the Community Recreation Manager who plans, organizes, administers, and manages all areas of Community Recreation in an effective manner. This position assists in the delivery of Community Recreation services by developing lifelong leisure skills and socialization activities to promote wholesome and active lifestyles for Sailors and their families. The services provided by the Recreation Assistant in daily contact with customers and Command leadership provide a positive influence which is integral to the success of Community Recreation program execution. The overall scope of the position reaches all active duty personnel, families, retired and DoD personnel in the delivery of recreational information and services which contribute to a positive quality of life.

## **6. PERSONAL CONTACTS**

Contacts consist of MWR/N9 staff, fire and safety personnel, command officials, vendors, community recreation agencies, and customers in support of the Community Recreation program.

## **7. PURPOSE OF CONTACTS**

The purpose of contacts is to provide and exchange information, comply with policy and directives, insure program meets the needs of the customers and assess interests of patrons for MWR programs.

## **8. PHYSICAL DEMANDS**

Work may require considerable physical exertion while instructing or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderate heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require lifting items such as papers, books, rental equipment, and athletic equipment. Work may require working outside for special events or leading outdoor outings or group trips.

## **9. WORK ENVIRONMENT**

Work is performed both indoors and outdoors, without a fixed schedule. Administrative work is performed in a normal office setting.

## **10. OTHER REQUIREMENTS**

Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays when the need arises.

Subject to recall.

Wears protective clothing and equipment as situations warrant.

## **CONDITIONS OF EMPLOYMENT**

Must have or be able to obtain within 90 days of being placed in the position, and maintain a valid state drivers' license in order to transport patrons off-base.

Must be C.A.R.E (Controlling Alcohol Risks Effectively) trained, hold an Emergency First Responder (EFR) or CPR First Aid certification, and hold a current Food Handler certification, upon being placed in the position **OR** be able to obtain these trainings/certifications within 90 days of being placed in the position.