



**EMPLOYMENT OPPORTUNITY  
NONAPPROPRIATED FUND (NAF) POSITION**

**JOB ANNOUNCEMENT: MWR 041-2016**

**POSITION:** RECREATION ASSISTANT/ LIBERTY PROGRAM  
FLEXIBLE POSITION-NF-0189-02; 0-29 HOURS PER WEEK

**SALARY:** \$9.27 Per Hour

**AREA OF CONSIDERATION:** ALL SOURCES

**LOCATION:** LIBERTY CENTER, NAS KINGSVILLE, TEXAS

**OPENING DATE: 22SEP16**

**CLOSING DATE: CONTINUOUS**

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**DUTIES:** Incumbent is assigned to one or more specialized recreational activities such as the following: Liberty Program, Community Recreation Activities, ITT Office, and Fitness/Athletics program..

Performs and assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of the Liberty program participants. Typical assignments may include: establishing schedules of events; for the Liberty program, applying rules and regulations of indoor and outdoor activities; setting up gymnasiums and playing fields for sports events; scheduling and conducting tours and field trips. Demonstrates procedures common to the activities and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinates details of the Liberty program activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** One or two years experience in a related recreational activity. Must possess a high school diploma or a GED. Must know the requirements for maintaining safe and harmonious conditions and must ensure that these conditions are observed at all times. Should have a record of demonstrated responsibility. Must present a neat and clean appearance.

**SUBMISSION OF APPLICATIONS:** Forward resume and Nonappropriated Fund Federal Employment Application to MWR Department, Attn: Personnel, Naval Air Station, 601 Nimitz Ave, Kingsville, TX 78363 or to e-mail address: [KNGV\\_MWRPERS@NAVY.MIL](mailto:KNGV_MWRPERS@NAVY.MIL) Website for application: [navymwrkingsville.com](http://navymwrkingsville.com).

Must be able to pass a favorable background check.

We are an E-Verify Participant.

**EMPLOYMENT:** As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer. This is a DOD standard method of payment. Executive Order 12564 established the goal of a Drug-Free Workplace Program in the Department of the Navy. This program subjects all civilian appropriated and non-appropriated fund employees to drug testing.

The Department of 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.