



TEEN SUMMER EMPLOYMENT PROGRAM JOB ANNOUNCEMENT: #16-071

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OPENING DATE: 04/01/2016 (**Must attend:** one of the two Teen Job Fairs to receive application)
CLOSING DATE: 05/16/2016

POSITION TITLE: RECREATION AID, NF-0189-01 (Temporary Flexible) – **ONLY 22 POSITIONS**

LOCATIONS: Various CYP/MWR Facilities

SALARY: \$8.25 PER HOUR

AREA OF CONSIDERATION: Navy Youth Program eligible participants ONLY that meet the specified age requirements of 15 to 18 years old and who are interested in being considered for temporary summer (11 weeks) employment within the Morale, Welfare and Recreation Department.

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HOW TO APPLY:

- (1) **MUST attend** one of the two 2016 TEEN JOB FAIRS on Saturday, 05/07 or 05/14, 0900-1100 at the NAS Corry Youth Center to pick up a 2065 Teen Summer Employment Application Form. **AND...**
- (2) **MUST attach** three (3) signed Professional Letters of Recommendations (not written by relatives or friends) to the Teen Summer Employment Application Form. **AND...**
- (3) **MUST submit** a properly completed, signed and dated 2016 Teen Summer Employment Application Form with the proper attachments to the NAF Personnel Office at 150 Hase Rd, Bldg 3249, Pensacola, FL 32508 **ON OR BEFORE 05/16/2016 @ 1600.**

SUMMARY OF DUTIES: This position is established to provide employment for youth in Family Readiness Programs (FRP), e.g., Morale, Welfare and Recreation (MWR) Departments and/or Child and Youth Programs (CYP). The incumbent will be involved in one or more recreational activities such as community activities, youth activities, outdoor recreation, aquatics, or other similar MWR services/events. Provides 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. Works with assigned personnel to ensure that facilities are maintained in the proper state of cleanliness both inside and out and assists in preparing areas for scheduled events. Ensures adherence to regulations and safety procedures and may assist assigned personnel in the monitoring of change funds, theater tickets, etc. May operate a cash register, receive payments and make change. May assist in maintaining routine reports and/or perform clerical and/or general maintenance duties as needed. Performs other duties as assigned.

QUALIFICATIONS: Incumbent must meet the minimum age requirement (15 years of age) for the local geographic area where the position is to be filled. Must be able to learn FRP/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 is desired.

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.

Additional Information:

- Job Fair hours: 0900-1100, in the Corry Youth Center Gym
- Time off requests will be considered if submitted within 1 week prior
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