

## Fleet & Family Readiness Programs

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### NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-077

**LOCATION OF POSITION:** Morale Welfare and Recreation (MWR) Department, Community Recreation Division, NAS Whiting Field, Milton FL

**OPENING DATE:** 04/11/16

**CLOSING DATE:** 05/02/16

**POSITION:** Liberty Program Coordinator/NF-0188-03

**SALARY:** \$13.00 - \$16.00/PH

**EMPLOYMENT CATEGORY:** Full Time (Scheduled to work 35-40 hours weekly. May be required to work weekends, holidays, and rotating shifts. Eligible for ALL group benefits.)

**AREA OF CONSIDERATION:** Applications will be accepted from all sources.

**DUTIES:** Uses creativity to plan, promote and implement well-rounded Community Recreation programs utilizing numerous facilities within the entire MWR Department, in accordance with CNIC approved program standards. Coordinates leisure skills development activities and classes. Organizes community special events such as comedy shows, holiday events, celebrity appearances, concerts, 4th of July Festival, and Winterfest, which are just a few of the many programs offered throughout the year. Serves as a liaison for MWR related activities associated with Training Support Center (TSC), Fleet & Family Readiness Departments (N9) and other tenant commands on base, when needed. Provides support for unit allocation events to include equipment, programming ideas, and coordination assistance. Performs the development, management, maintenance, planning, business plan execution, and administration of a diverse Community Recreation program. Assists with writing standard operating procedures. Ensures programs are in compliance with local and Regional program policies, regulations, and procedures, including higher level Navy and Department of Defense (DoD) instructions, regulations and program standards; uses judgment in adapting guidelines for specific situations, methods and processes that may deviate from guidelines. Exercises authority and independent judgment in development of plans and solutions. Solicits and helps to negotiate partnerships on behalf of the MWR Department. 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. Develops contacts and creates professional proposals, execution of agreements and follow-ups. Researches and provides information and referral on a variety of recreational opportunities for individuals/families on and off the base. Assumes responsibility for planning, coordinating, publicizing, marketing and execution of programs and special events within the Community Recreation program by utilizing all available resources. Seeks ways to promote and market MWR facilities and events through outreach opportunities on base. Promotes MWR facilities and events through staff and student indoctrination and other large group functions and gatherings. Promotes events and programs by speaking to large groups and using administrative resources to create and post advertising materials, providing input for quarterly calendars, weekly base paper, etc. Provides administrative duties and support through after-action reports, data collection and database administration. All administrative duties are completed through a variety of sources including computer software which tracks patrons' usage and responses (includes providing information for metrics and patron counts). Monitors Community Recreation programs to ensure Navy Program standards are met or exceeded. Evaluates and reviews ongoing programs and recommends changes or enhancements that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity. Performs regular analysis of projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population. Provides onsite project oversight and ensures approved plans are implemented and notifies local and regional leadership of any issues or concerns that may arise. Uses metrics and financial data to make recommendations for modifications to programs. Ensures all facilities and activities associated with the Community Recreation program meet established fire, safety, security and sanitation guidelines. Takes timely action to correct deficiencies through coordination with appropriate entities. Assists in planning and designing of construction projects that may include facility renovations and enhancements. Leads and performs check-in and check-out of materials and collects any applicable fees by operating point of sale (POS) computer system for equipment and activities associated with Community Recreation Programs. Inspects equipment upon return for damage and makes recommendations for replacement when required. Balances and

reconciles daily sales transactions by completing a Daily Activity Report (DAR). Performs inventory of various types of equipment, retail items, supplies and any other item deemed to have cash value. Leads and instructs subordinate staff in administering traditional and nontraditional workshops, clinics and events in a variety of outdoor skills areas including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking or water sports. Provides outdoor field experiences related to above skill training in the form of day and weekend trips. Leads day-to-day operation of multiple programs to which assigned; assists with staffing, training and scheduling. Provides customer service awareness and information, requisitioning merchandise, ensuring adequate stock levels, entertainment and promotion schedules. Supervises staff within the Community Recreation Program on a temporary, as needed basis consisting of less than 20% of overall duties. Recommends personnel actions to include recruitment, evaluation, counseling, employee development and termination on a temporary, as needed basis consisting of less than 20% of overall duties. Performs other duties as assigned as they pertain to the duties of this position.

**PHYSICAL DEMAND AND WORKING CONDITIONS:** The employee's work is sedentary at times but physical exertion is involved with program set up. Bending, stooping, lifting of items, etc. will be required when organizing or setting up for programs/events. Work may require considerable physical exertion while instruction or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderately heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require working outside for special events or leading outdoor group outings or trips. Administrative work is performed in a normal office setting. The activities segment of this position involves everyday risks and discomforts which require normal safety precautions typical of the various activities involved. Work is performed both indoors and outdoors.

**QUALIFICATIONS:** Combination of experience related to customer service and or activity based programming. Ability to work independently, make sound decisions and have the ability to effectively communicate both orally and in writing. Knowledge of the goals, principles, techniques and methods of procedure used in organizing, planning and conducting all types of activities. Knowledge of the entire scope of activities and their suitability in the Community Recreation Program for individuals and groups, of varying demographics, ages and interests. Ability to create, negotiate, implement and sustain partnerships via various MWR agreements. Ability to maintain a clear and accurate database. Ability to represent the department and speak in front of both small and large groups. Knowledge of recreational and entertainment events.

**SEE REVERSE SIDE OR BELOW FOR FILING INSTRUCTIONS AND ADDITIONAL INFORMATION**

**NOTE:** As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 30 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

**We are an E-Verify participant.**

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

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**TO SUBMIT BY MAIL :** MWR NAF Personnel Office,  
150 Hase Rd. Bldg. 3249,  
NAS Pensacola, FL 32508 **OR...**

**FAX:** (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP\_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website: [www.navy.mwrpensacola.com](http://www.navy.mwrpensacola.com).** The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

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IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

**SPOUSE PREFERENCE:** If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

**VETERAN PREFERENCE:** If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

**ACTIVE DUTY MILITARY:** Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

**TRANSITION HIRING PREFERENCE:** If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

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**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,  
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**

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