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Recreation Assistant – Fitness Center

Announcement Number: 24-12378852

Primary Location: Naval Base Kitsap – Bremerton, WA

Pay Range: \$19.86 - \$20.00 per hour

Open: 04/05/2024 – 06/30/2024

WHAT YOU GET:

- Competitive Wages & Benefits
- Benefits begin DAY ONE (Regular Full-Time and Part-Time)
- NAF Retirement Savings plan & 401K plan with match up to 3% of your salary
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to work at Naval Bases around the world
- Make a positive impact on the Military Community

WHAT TO EXPECT:

- Position is a combination of counter checkout service and recreation duties requiring specific knowledge of sports equipment and facilities
- Incumbent issues recreation equipment, uniforms, athletic equipment to authorized patrons ensuring that check-out slips are executed on all issued equipment
- Incumbent also receives recreation equipment, uniforms and athletic equipment from patrons after use and return to proper storage
- Incumbent verifies authorized patrons, ensuring each patron correctly checks in
- May collect fees and issue receipts for use of the fitness center/gym and programs by authorized patrons
- Follows established policies and procedures for collecting fees and utilizing the point of sale system
- Maintain information files, including records and receipts
- Incumbent operates washer/dryer to keep uniforms, towels, soft goods etc. clean and dry for issue
- Incumbent assists with conducting events sponsored by the Fitness Center/Gym. Puts up nets, prepares courts, and inspect equipment for safety, returning to proper place if moved
- Conducts regular indoor and outdoor facility checks to ensure good order and safety/cleanliness of buildings, grounds and equipment
- Must be responsible individual with pleasant and courteous demeanor who can communicate effectively with the public
- Performs other related duties as necessary to meet mission requirements

WHAT YOU NEED TO KNOW:

- Must be a responsible individual with a pleasant, courteous attitude who can communicate effectively with public
- Must be capable of collecting and accurately recording cash transactions, and operating a cash register
- Must be familiar with the general use of the materials and equipment related to the respective type activity
- Must be capable of learning/passing CPR, First Aid and AED training within 90 days of appointment to the position
- Flexible 0-40 hours per week, can include nights, weekends and holidays



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CONDITIONS OF EMPLOYMENT:

- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- Must be able to lift and have the physical stamina for various types of lifting, pushing and bending
- High school diploma or equivalent required
- Must be available to work nights, weekends, and holidays
- Must be able to work a schedule that meets the needs of the program

OTHER INFORMATION:

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required
- Work is generally performed in a well-lit, properly ventilated athletic facility. Work involves frequent walking, stooping, twisting, pushing, pulling, standing, and occasional moving and lifting of objects not exceeding 45 pounds in weight
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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