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***Fleet & Family Readiness Programs***  
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## **Supervisory Recreation Specialist (Community Recreation Center Manager)**

**Announcement Number:** 24-12397400

**Primary Location:** Bremerton, WA

**Pay Range:** \$67,147 - \$72,800

**Relocation:** Negotiable

**Open:** 04/24/24 – 05/08/24

### **WHAT YOU GET:**

- Competitive Wages & Benefits
- Benefits begin DAY ONE (Regular Full-Time and Part-Time)
- Retirement Savings – 401K plan will 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 Navy Bases around the world
- Make a positive impact on the Military Community

### **WHAT TO EXPECT:**

- Incumbent provides support to the Community Recreation Director through the day to day management of the Community Recreation Center
- Manages and administers a comprehensive and diverse year round recreation program and facilities that can include but is not limited to Community Recreation, Outdoor Rental/Adventure Activities, Fleet Recreation Center, Liberty Program, Information Tickets and Tours, Recreation and Resource Centers, Bowling, Special Events, and Snack Bar establishments (CAT A/B/C)
- Responsible for the development, management, planning, business plan execution, and administration of a diverse Community Recreation Center program
- Develops in writing internal procedures associated with the operation
- Ensures programs are in compliance with local Regional program policies, regulations, and procedures, and higher level Navy and DOD instructions
- Exercise authority and independent judgment in development of plans and solutions
- Provides specific guidance regarding the maintenance of current and development of new programs
- Continuously reviews the overall assigned recreation programs for accomplishments; recommend and established new operational activities/subprograms with activity managers
- Solicits input regarding internal short/long range goals, business plan objectives and program standards. Monitors various programs to ensure standards are met or exceeded
- Ensures all facilities and activities associated with the program meet established fire, safety, security and sanitation guidelines
- Takes timely action to correct deficiencies through coordination with local agencies. Develops in writing internal procedures associated with the operation
- Provides day to day administrative and technical supervision of a workforce consisting of Non-Appropriated Fund employees: up to two Supervisory Recreation Specialists (NF- 3/4) and acts as Rating Official
- Actively supports and promotes all aspects of the Equal Opportunity Program and communicates this support to subordinates
- Develops and monitors the execution of the annual NAF operating budget for AOR
- Reviews monthly financial reports, compares to budget, and provides execution explanations for higher-level local and regional review
- Maintains funds and property accountability for all APF and NAF fund equipment, supplies, resale funds and inventories in AOR



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- Represents the department at meetings, conferences, etc. Cultivates a cooperative relationship with the military, regional, and civilian community by maintaining liaison with private organizations, special interest groups, community groups, etc.
- Performs other duties as assigned

#### **WHAT YOU NEED TO KNOW:**

- A four-year undergraduate degree in Recreation or three years of comparable experience that illustrates a progression in management experience
- Possesses comprehensive knowledge of recreation policies, requirements, administrative practices and procedures relating to the planning, budgeting, scheduling and coordinating of recreational programs and the efficient operation and utilization of facilities and equipment
- Must possess skill in negotiating program issues and operational requirements with patrons and personnel inside and outside the local installation and community organizations
- Must have knowledge of general business principles for financial planning/reporting and of the Department of the Navy budget process methods for APF and NAF funds to ensure optimum use of resources
- Knowledge of business principles and personnel management
- Ability to communicate and clarify the application of the department's policies to employees and management personnel
- Demonstrated ability to manage various functions through subordinate staff
- Ability to communicate proficiently both orally and in writing
- Skill in interpersonal relations

#### **CONDITIONS OF EMPLOYMENT:**

- Successful completions of National Agency (NACI) background check required
- Work involves frequent walking, standing and occasional lifting of objects that exceed 50 pounds in weight
- Occasional travel to other facilities/installations required
- Incumbent's schedule may vary, inclusive of weekend and evening hours in accordance with the requirement of the program at hand
- Must meet Federal Employment suitability requirements and successful completion of background investigation

#### **OTHER INFORMATION:**

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- 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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