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SPORTS, FITNESS & AQUATICS DIRECTOR - RFT

Announcement Number: 24-12447546

Primary Location: Naval Station Everett

Pay Range: \$70,958-\$81,393 per year

Open: 06/17/2024-07/02/2024

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 Navy Bases around the world
- Make a positive impact on the Military Community

WHAT TO EXPECT:

- The primary purpose of this position is to plan and administer a comprehensive and diverse year round total installation sports, fitness and aquatics program consisting of self-directed and unit-level type programs and activities.
- Responsible for providing maximum opportunities for participation in a well-rounded program which are designed to promote "Esprit de Corps," and enhance the physical, mental, and social well-being of program participants
- Provides specific guidance regarding the maintenance of current and development of new programs to fitness/gym, aquatics and intramural sports activity/facility managers
- Continuously reviews ongoing program, and provide activity managers with guidance to plan and implement changes.
- Uses metric and financial data to make recommendations and modifications to programs
- Indirectly supervises up to 80 full-time, part-time and flex scheduled APF & NAF support and recreation employees
- Responsible for training, supervising, scheduling & evaluating all employees within the branch
- Interviews and recommends for selection all new hires within the branch, initiates appropriate disciplinary action; hears and resolves complaints from employees
- Coordinates budget requirements with activity/facility managers and provides general guidance for preparation of the annual operating budget
- Maintains funds and property accountability for all APF and NAF fund equipment, supplies, resale funds, and inventories

WHAT YOU NEED TO KNOW:

- Knowledge of goals, philosophy, principles, techniques and methods of procedures used in organizing, planning and administering a sports, fitness and aquatics programs as would be gained through a four-year undergraduate degree in Sports or Recreation Management or through three years of relative experience
- Skill in dealing with people and knowledge of human relations sufficient to effectively perform supervisory duties such as counsel employees, develop performance standards and appraise employee performance, assign and direct work, resolve employee complaints, recruit, select, train and develop personnel
- Knowledge and understanding of the Equal Employment Opportunity Program.
- The incumbent has considerable responsibility for and independence in planning and implementing a diverse sports and fitness program
- Interprets manuals, directives, and publications prescribed by higher authorities that affect the operations of the local Morale, Welfare and Recreation Division in order to coordinate activities among military and command authorities, departmental personnel and employees



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- A sports, fitness and aquatics program encompasses many different and unrelated processes, methods and procedures and must be carefully managed to ensure efficiency and effectiveness.
- The employee applies program policies and procedures to customary problems, questions, and situations, which are typical of the activities, services and operations of a sports and fitness program
- In addition to program participants and volunteers, the incumbent has contact with command officials, co-workers, local contractors, special interest groups, local community, and the public. Command level departments such but not limited to: Senior command leadership, Public Works, Security, Base Medical, Navy Exchange, Commissary, Human Resources, Union representatives and representatives of the Fleet and Family Readiness Department

CONDITIONS OF EMPLOYMENT:

- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- Incumbent must be able to obtain and maintain a secret security clearance
- Incumbent must possess and maintain a valid state driver's license for operating government vehicles
- Incumbent must be able to obtain and maintain First Aid and CPR certifications

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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