



JOIN THE TEAM!

Fleet & Family Readiness Programs

Supporting our military. Work that matters!



Recreation Assistant Community Recreation - Flexible

Announcement Number: 24-12476912

Primary Location: Bangor, WA

Pay Range: \$19.86 - \$20.00 per hr.

Open: 07/11/2024 – 09/30/2024

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:

- Perform a variety of duties in support of Morale, Welfare and Recreation Community Recreation program that includes special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, bowling, Library, grab-n-go, movies and outdoor recreation
- Responsibilities include demonstrating customer service while attending to front counter operations such as use of point of sale systems, collecting fees/cash handling associated with sale of tickets and rental items, accountable for accuracy of daily sales transactions, assisting customers with questions, complaints and suggestions
- Conduct and maintains inventories of equipment, retail goods, rental supplies and item for proper accountability
- Performs entertainment and promotion scheduling
- Responsibilities further entail the issuance of game equipment, general housekeeping, bowling program and program support
- Must be able to handle cash and operate a point of sale system. Incumbent must be capable of driving a 15 passenger van
- Other duties as assigned

WHAT YOU NEED TO KNOW:

- Ability to work independently
- Ability to organize, plan, administer special events and entertainment activities
- Knowledge of goals, principles and techniques and procedures used in organizing, planning and conducting leisure time activities. Knowledge of the Navy MWR mission and entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests
- Individual must be responsible with a pleasant, courteous attitude who can communicate effectively with the public
- Will need to collect and accurately record cash transactions, and operate a cash register.
- Flexible 0-40 hours per week, can include nights, weekends and holidays
- Must be able to work all operational hours



JOIN THE TEAM!
Fleet & Family Readiness Programs
Supporting our military. Work that matters!



CONDITIONS OF EMPLOYMENT:

- Must meet Federal Employment suitability requirements and successful completion of background investigation
- Must be at least 18 years of age and have a valid driver's license
- Must be C.A.R.E (Controlling Alcohol Risks Effectively) trained, hold an Emergency First Responder (EFR) OR CPR First Aid and AED certification, and hold a current Food Handler certification upon being placed in the position OR be able to obtain these trainings/certifications within 90 days of being placed in the position
- Must possess and maintain a valid driver's license
- Travel may be required

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.

APPLY TODAY: <https://www.usajobs.gov/GetJob/ViewDetails/799458000>

VISIT US AT: [Linkedin Page](#) OR <https://www.navylifepnw.com>