



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



Community Recreation Programmer

One (1) - Regular Full-time Vacancy Available

Announcement Number: 25-12749973

Primary Location: Naval Base Kitsap - Bangor

Pay Range: \$27.00-30.00 per Hour

Open: 06/12/2025-06/27/2025

WHAT YOU GET:

- Full Benefits package for Regular Full-Time and Part-Time employees begin DAY ONE (No waiting period)
- NAF Retirement Savings AND 401(k) 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 is responsible for the planning, coordinating, execution and evaluation of a comprehensive monthly calendar of reoccurring and non-reoccurring recreational activities, classes, events, trips, and programs. Recreation activities include but are not limited to special events, seasonal programs, and ongoing daily activities; including instructional classes, contests, trips and tournaments. Incumbent prepares for these programs by ordering the needed supplies, equipment, transportation, marketing support and making appropriate contacts and arrangements for the success of the programs.
- Arranges for space set up, audio-visual and other equipment and coordinates with managers when additional staff is needed to make a program successful.
- Prepares and provides a detailed program plan that can be given to facilities managers when an activity requires front line staff execution.
- Decorates and sets up for activities/programs and ensures where activities are held are cleaned up both prior to and after events.
- Works closely with Marketing to promote programs that are being planned and implemented.
- Uses creative techniques to encourage/attract patrons to participate.
- Coordinates with the installation marketing representative/sponsorship coordinator identifying commercial sponsorship opportunities in support of the program.
- Incumbent captures metrics and evaluates programs. Evaluates effectiveness of program delivery based on user metrics, surveys, interactions with patrons and ICE comments. Uses data to make recommendations and modification to the program.
- Conducts focus groups in order to determine future programs. Prepares and submits required monthly reports and metrics for area of responsibility.
- Prepares, justifies and monitors the execution of the annual NAF and APF operating budget.
- Reviews financial reports, compares to budget and provides execution explanation for higher level review.
- Researches and prepares purchasing documents in support of equipment/program funding.
- Ensures all facilities and activities associated with the program meet established fire, safety, security and sanitation guidelines.
- Identifies and communicates repairs related to facility and equipment maintenance deficiencies to the appropriate representatives.



JOIN THE TEAM!

Fleet & Family Readiness Programs

Supporting our military. Work that matters!



- Takes timely action to correct deficiencies through coordination with local agencies.
- Incumbent may be required to act in a lead capacity, training, directing and assigning work, preparing work schedules and assisting supervisor with timekeeping responsibilities for Recreation Assistants, Guides, and Motor Vehicle Operators. Provides necessary on the job training for staff as required and provides input to the manager on employee performance.
- Recruits, trains and manages volunteers, special interest groups and interns associated with programs in area of responsibility.
- Maintains documentation and ensures procedures are in place for managing special interest groups, volunteers and interns associated with the program.
- Performs other related duties as assigned.

WHAT YOU NEED TO KNOW:

- Must have a four-year undergraduate degree in Recreation or related subject area* and one year of professional experience **OR** though three years of specialized experience equivalent to the next lower grade equipping the incumbent with the skills to successfully perform the position's duties.
 - Examples of qualifying specialized experience include:
 - Planning, organizing, coordinating, supervising, or evaluating community, industrial, outdoor, institutional, or other recreational programs.
 - Planning, establishing, or evaluating a recreational curriculum for junior college or higher academic levels.
 - Instructing in the principles and techniques of recreational program planning and management.
 - Serving in a leadership role in the programs and activities of local, regional, and/or national recreational organizations.
- Incumbent must possess practical knowledge of goals, philosophy, principles, techniques, and procedures used in managing, organizing, planning, administering facilities and conducting recreational activities.
- Must be able to utilize a computer and have basic knowledge of software such as Microsoft Office products (Word, Excel, Power Point, and Internet Explorer).
- Possesses strong communication skills and ability to communicate to all military personnel, advisory groups, DoD personnel, local community program representatives, and vendors.
- Have the ability to solve problems, make sound decisions and exercise good judgment with skill, tact and resourcefulness.
- The incumbent has considerable responsibility for and independence in planning and implementing diverse activities requiring initiative, innovation, and resourcefulness.
- Incumbent must be skilled and able to perform multiple job duties with limited direction or supervision. Must have general knowledge and skill in developing and executing operating budgets.
- Incumbent demonstrates knowledge of marketing and promotion techniques motivating and encouraging program participation.
- Have the ability to evaluate activities, programs, and services to meet patron and organizational goals, objectives, interests, and needs taking corrective action when necessary to meet goals.



JOIN THE TEAM!

Fleet & Family Readiness Programs

Supporting our military. Work that matters!



CONDITIONS OF EMPLOYMENT:

- Successful completion of National Agency Background (NACI) Check required.
- May need to be available to work special events, weekends and holidays. Work is performed both indoors and outdoors under varied weather conditions.
- The employee may be required to work overtime.
- Must possess a valid driver's license.
- Must be able to obtain certifications in First Aid and CPR within the first 90 days on the job.
- Travel may be required.
- This position requires the employee to drive motor vehicles including a 15-passenger van.

OTHER INFORMATION:

- * *Related fields include Outdoor Recreation, Recreation and Parks Leadership, Wild Land Management, Natural Resources Recreation, Youth Recreation, Public, Urban, or Community Recreation, special populations recreation (e.g. senior citizens, institutional, etc.), or Physical Education. Applicant must submit transcripts in application to be considered for this recruitment if claiming education in place of specialized experience*
- *and techniques of recreational program planning and management; Serving in a leadership role in the programs and activities of local, regional, and/or national recreational organizations.*
- 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
- **This position will oversee the Single Sailor Program.**

APPLY TODAY: <https://www.usajobs.gov/GetJob/ViewDetails/838758100>

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