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Fleet & Family Readiness Programs
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Recreation Assistant – Fitness Center

Two (2) – Flexible Vacancies

Announcement Number: 25-12750336

Primary Location: Bangor, WA

Pay Range: \$20.65 per hr.

Open: 06/13/2025-06/18/2025

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:

Administrative Support:

- Provides both walk-in and telephone customers information regarding facility hours of operation, upcoming special events and programs.
- Checks patron eligibility to ensure authorized use of recreation facilities, resources and equipment.
- Uses Point of Sales (POS) to collect fees from customers associated with sales, fees, retail and rental items, and classes.
- Assists in planning, scheduling, and publicizing various activities and maintaining related supplies in order to attract and motivate participants.
- Oversees the sale of retail items associated with activities.
- Evaluates the effectiveness of ongoing Morale, Welfare and Recreation (MWR) fitness activities from the standpoint of participants' responses, resources, and program objectives.
- Monitors patrons, volunteers and contractors at the assigned program/event and reports any issues to management.
- Assists in the selection of fitness, sports, and aquatics activities to be offered, both within the required basic program categories and additional ones possible through available resources and desirable in terms of participant's interests and needs.

Instructional Support:

- Monitors assigned participants in indoor and outdoor activities to include intramural sporting events.
- Conducts instructional classes in the assigned recreational area.
- Performs basic fitness orientation; identifies and corrects unsafe fitness techniques.
- Demonstrates procedures common to the activities and instructs in the use of related equipment.
- Establishes/reviews the schedule of events, conducts tours, sets-up/prepares gymnasiums/facilities/playing fields prior to scheduled start time for events (e.g., lap swim, - lifeguard training, exercise programs, races, pool parties, sporting events, etc.)
- Ensures adherence to regulations and safety procedures

Facility/Equipment Maintenance:

- Ensures facility and sporting fields are open and/or closed at the posted time.
- Provides support for event set up and break down.
- Monitors and checks the security of premises.
- Monitors activity within the facility, circulating among the patrons to assist with basic use of equipment/gear and to maintain good order and discipline.
- Checks sports equipment and resources in and out and completes inspections upon return. Notifies supervisor or program lead if damage or loss has occurred.
- Maintains inventory controls for proper accountability of program equipment and resources.



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- Ensures athletic playing surfaces are properly maintained, safe, and ready for play.
- Assists in properly cleaning and maintaining equipment/facilities, maintains inventory, performs general janitorial services to ensure interior spaces are in a clean, neat, and orderly state at all times (e.g., sweeping and mopping floors; dusting and cleaning workout areas, mirrors, bathrooms, and locker areas; straightening equipment and accessories, etc.).
- Makes minor repairs to facilities and equipment when appropriate and assists with outdoor maintenance.
- Reports maintenance problems, material deficiencies, and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor.
- Performs other related duties as assigned.

WHAT YOU NEED TO KNOW:

- Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting basic fitness, aquatics and sports activities.
- Knowledge of safe use and operation of fitness equipment, facility operations, and basic fitness equipment maintenance/repair.
- Knowledge of the Navy MWR mission, the scope of Community Recreation activities and their suitability for individuals, groups, ages and interests.
- Knowledge of MWR policies, rules, and regulations related to the assigned work area.
- Knowledge of cash handling procedures.
- Knowledge of basic arithmetic to compute charges, disperse change accurately, and prepare reports.
- Skill and ability to provide fitness, aquatics and sports training or orientation.
- Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook) and others as they relate to fitness, sports and aquatics programming.
- Skill in providing excellent customer service obtained through prior experience and training.
- Ability to competently and independently carry out day to day recreation operations.
- Ability to develop and effectively deliver presentations and/or training
- Ability to communicate effectively both orally and in writing.

CONDITIONS OF EMPLOYMENT:

- Must be minimum of 18 years old.
- Must have and maintain a valid state drivers' license.
- The work requires frequent pushing, pulling or lifting of moderately heavy items up to 40 pounds and occasionally heavier items.
- Work includes extended hours of sitting and standing.
- Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays.
- Incumbent must pass all applicable records and background checks.
- Occasional Travel of less than 10% may be required.
- Incumbent must have or be able to obtain and maintain the following certifications within 30 days of hire:
 - Cardiopulmonary Resuscitation (CPR) and First Aid Certification
 - Automated External Defibrillator Certification
- Incumbent must have or be able to obtain and maintain the following certifications within 90 days of hire:
 - Blood-borne Pathogen Training
 - Navy Basic Fitness Certification



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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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