



Navy Region Europe, Africa, Central
NAF Human Resources
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VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 24-017
POSITION TITLE **Recreation Aid**
Ua-0189-07

SALARY Ua-07 Euro 2,214.26- Euro 2,371.49 per month plus applicable allowances

EMPLOYMENT CATEGORY **Full-Time Permanent**

LOCATION MWR, Business Activities Division – Bowling Center, Support Site, Naples, Italy.

AREA OF CONSIDERATION Permanent MWR Appropriated (APF) and Non-Appropriated funds (NAF) Local National Employees.

OPENING DATE **28 November 2023**
CLOSING DATE **04 December 2023**

INTRODUCTION: This position is located at the Bowling Center, Support Site, Business Activities, Morale, Welfare and Recreation Department. The employee is responsible for operating counter control at the front desk of the Bowling Center and providing customer service and information the MWR patrons.

DUTIES AND RESPONSIBILITIES:

Performs a variety of duties in support of the Bowling Center front desk and bowling lane operations such as: greets customers and provides information concerning the facility, operations and scheduled sports program and events. Answers general questions as required. Checks identification of patrons. Answers the phone, receives messages and channels them to proper individual. Issues equipment utilizing proper sign-out forms. Inspects returned items to ensure they are returned in good condition. Sorts, stacks, and accounts for all equipment in issue room to include clothing. Conducts routine daily inventories in the issue room and prepares required reports. Stores incoming stock. Keeps track of supplies and stock and notifies supervisor when merchandise must be re-ordered. Assists with set up and take down equipment for bowling tournaments and/or special events. Keeps front desk area and bowling lane area neat, orderly and clear of refuse, papers, food etc. Employee ensures adherence to regulation and safety procedures. Operates cash register to receive payments and make change and prepares daily cash report. The employee is required to work evening and weekends on rotating schedule.

QUALIFICATION REQUIREMENTS:

Applicants must have a minimum of six months of general experience. General experience is which indicates ability to acquire the particular knowledge, and skills needed to perform the duties of the position.

OR

EDUCATION SUBSTITUTION FOR EXPERIENCE:

Successful completion of one (1) year of education above high school level in any field for which high school graduation or the equivalent is a prerequisite may be substituted for the experience at the Ua-07. **To receive credit, you must fill out the required fields on the “Employment Application” form.**

KNOWLEDGE REQUIRED BY POSITION:

Position requires the skill of a fully qualified recreation aid to provide customer service and maintain front desk record. Knowledge is required of the functions, procedures, and regulation of bowling activities.

HOW TO APPLY:

Application **MAY ONLY BE SUBMITTED VIA E-MAIL. NAF HRO will NOT accept ‘hard copy’ applications.** Submit your application to: **NAFPersonnel@eu.navy.mil**

Please read the Instructions by clicking on the following link, before submitting your application
https://cnreurafcnt.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/NAF_Positions/Forms/LN%20JOB%20INFO.pdf?ver=FpOJv_bJA9LVGLBHbRU5Ew%3d%3d

The new application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/NAF-Positions/>

The application form and instructions on how to apply have been revised as of 1 November 2022. Applications that do not conform to the revised instructions will not be considered. Any prior editions will be obsolete and will no longer be considered.

The subject line of your email **MUST** contain the vacancy announcement number and title (e.g. 24-009, Program Analyst);

Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are **NOT** necessary and must not be sent);

The email and the attached application cannot exceed a maximum of 10MB;

Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.