

**U. S. DEPARTMENT OF THE NAVY**  
**HUMAN RESOURCES OFFICE – BAHRAIN**  
**VACANCY ANNOUNCEMENT**  
**MERIT PROMOTION PROGRAM**

**ANNOUNCEMENT #:** NSA-25-062  
**POSITION:** RECREATION ASSISTANT (HEAD LIFEGUARD)  
**PP-SERIES-GRADE:** BG-0189-06/FPL-08  
**MONTHLY SALARY RANGE:** BD466.667 – BD817.778  
**LOCATION:** MWR, NSA Bahrain

**OPENING DATE:** 31-DEC-2025  
**CLOSING DATE:** 12-JAN-2026  
**APPOINTMENT TYPE:** FULL TIME / PERM  
**HOUR OF DUTY:** 40HRS  
**VACANCIES:** 01

**WHO MAY APPLY:** NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES.

**IMPORTANT INFORMATION:**

Please note the change in our email address. New email address to submit your application is:  
**applicationbahrain@us.navy.mil**  
For inquiries: HROBahrain@us.navy.mil

1. All applicants are required to complete the Foreign National Screening Questionnaire Form and this Form must be dated within the last 12 months. Failure to attach the form to your application will result in non-consideration. This Form is located in the Job Portal <https://cnreuraftcent.cnnc.navy.mil/Installations/NSA-Bahrain/Operations-and-Management/Human-Resources/Job-Openings/>
2. Please read the "HOW TO APPLY" section in this announcement carefully for instructions and apply Online at: [applicationbahrain@us.navy.mil](mailto:applicationbahrain@us.navy.mil)
3. All Resumes/CVs not received by the closing date will NOT receive consideration.
4. Failure to follow all the instructions will result in the Non-Consideration of your application.

**ABOUT THE JOB**

This position is located in the fitness division, MWR Department, NSA Bahrain. The purpose of this position is to ensure that all year-round aquatic activities and programs are operated efficiently and safely according to regulations. Incumbent observes swimmers for safety and crowd control. Enforces all safety and pool regulations. Provide lifesaving and first aid services for patrons. Responsible for and initiates rescue and recovery efforts, contacting emergency medical personnel and performing CPR and first-aid services when necessary. Incumbent assists with the operation of the aquatics safety program as well as a comprehensive aquatics program at two base pools. This includes daily activities as well as special events and command functions. Ensures that all rules and regulations pertaining to the safe and healthy operation of the pools are posted and observed as outlined in applicable regulations. Gathers statistics on visitor's use of the area and prepares reports concerning events and incidents. Provides patrons with general information about the facilities, services and features. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Incumbent develops and justifies budget request for non-appropriated and appropriated funds to cover operating expenses for supplies and equipment, staffing, maintenance, and facility upkeep. Monitors handling of funds generated by daily use and class fees. Ensures that all maintenance work required for facility upkeep, chemical testing, pool vacuuming, and filtration is complete. Perform equipment inspections to include all pool equipment, stands, boards, ropes, safety gear, rescue equipment and supplies, and condition of deck and locker rooms, ensuring they are within the required standards set by DOD standards and environmental, health and aquatic standards. Understands pool operation and maintenance standards in the area of proper chemical level air and water temperature and cleanliness. Assists in coordinating all levels of youth and adult water safety instruction programs to include beginner through advanced swimmer, basic rescue, advanced lifesaving, lifeguard training and water safety instructors. Works with the child development program and the DOD schools to conduct learn to swim programs. Provides support to the military community requiring swim training as a part of their readiness requirements. Utilizes the RecTrac system to assist with program registration, withdrawals and cancellations. Assists with scheduling, coordinating and conducting in-service training. Ensures that lifeguards are fully competent in all lifeguarding, first aid, CPR, water rescue techniques and ensures compliance to all safety regulations. Ensures that lifeguards perform in accordance with established safety regulations and policies. Provides in-service training for lifeguarding and water safety instruction and provides regular updates on staff certifications. Serves as the liaison between the activity, security, medical departments and aquatics manager during emergency situations. Ensures that accident/incident reports are completed during emergency situations and immediately notifies management of all emergencies. Incumbent must inform the aquatics manager and recommend closing swimming area until safe conditions prevail. Monitors, establishes and executes daily physical fitness training for lifeguard staff.

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## QUALIFICATIONS/EVALUATION REQUIREMENTS

Recreation Aid and Assistant Series 0189 has Individual Occupational Requirements:

BG-06:

**EXPERIENCE:**

Six (6) months of General experience and Six (6) months of Specialized Experience

**GENERAL EXPERIENCE:** (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level **BG05, including the below five specialized experience statements:**

1. Utilizing safety regulations to ensure maximum protection of patrons of an aquatics facilities; AND
2. Assisting with scheduling and conducting in-service trainings for lifeguards to maintain skills and qualifications; AND
3. Enforcing safety awareness and lifesaving capabilities of the lifeguards; AND
4. Enforcing aquatics safety regulations to safeguard public; AND
5. Ensuring compliance to safety regulations in supporting an aquatics program.

OR

**EDUCATION:**

Successful completion of 2 years above high school of study that included at least 12 semester hours in courses related to recreation-aquatics (e.g., basic swimming instruction and/or competitive swimming, water exercise, water therapy, or other aquatics specific training, etc.). Successfully completed post-high school education is qualifying for grades BG-06. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

OR

**COMBINATION OF EDUCATION AND GENERAL EXPERIENCE:**

A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed under-graduate semester hours (or equivalent) beyond the first year by 30. Add the two percentages.

Qualification requirements contained in this vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Standards Handbook, which contains Federal qualification standards. This handbook is available on OPM's website at <http://www.opm.gov/qualifications>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-aid-and-assistant-series-0189/>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

**BASIC REQUIREMENTS:**

- You must meet ALL qualification requirements by the closing date of this announcement.
- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration.
- Generally, current BG Civilian employees applying for BG jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- **Please note: If you do not identify the name and phone number of each employer, the title of each job performed (including pay plan and grade if applicable), as well as the start and ending dates (Month/Year) of employment in your Resume/CV your application will NOT be referred for consideration.**

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- Candidates **MUST** ensure:
  - Work experience clearly shows knowledge of the subject matter pertinent to the position.
  - Number of hours (40/48hrs) performed per week.
  - Technical skills to successfully perform the duties of the position.
  - Ability to communicate both orally and in writing.

## CONDITIONS OF EMPLOYMENT

1. Applicant must be able to speak, read, write and understand English fluently.
2. Applicant must be 18 years of age at the time of application.
3. Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
4. Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
5. A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
6. PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
7. VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
8. This position involves the possibility of lifting heavy person in case of rescue. Applicant must be able to successfully complete physical examination.
9. Most work is performed outdoors in the pool area. Administrative paperwork is accomplished in an office sitting while all lifeguard duties are performed in and around the pool. Additional tasks require travelling from building to another on foot. Safety precautions needs to be taken due to sun exposure.
10. Incumbent must be able to obtain and maintain a current American Red Cross Lifeguarding certificate within **60 days** of employment.
11. Incumbent must be able to obtain and maintain a current American Red Cross Lifeguarding Instructor certificate within **one (1) year** of employment.
12. Incumbent must be able to obtain and maintain a current American Red Cross Water Safety Instructor certificate within **six (6) months** days of employment.
13. Incumbent must be able to obtain and maintain Water Fitness Instructor or Exercise Leader Certification (e.g., Water Aerobics, NOFFS Aquatics, Water Exercise, Water Therapy, Command Fitness Leader, etc.) within **one (1) year** of employment at BG-07 level.
14. Incumbent must be able to obtain and maintain either Certified Pool Operator certificate (CPO) or Aquatic Facility Operator (AFO) certificate within **one (1) year** of employment at BG-07 level.
15. Incumbent must be able to obtain and maintain either American Red Cross Lifeguard Instructor-Trainer, or American Red Cross Water Safety Instructor-Trainer, or Certified Pool Operator Instructor (CPO-I), or Aquatic Facility Operator Instructor (AFO-I) within **two (2) years** of employment at BG-08 level.

## REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:

1	Resume or CV ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). One resume per application <b>ONLY</b>	✓	✓
2	Transcripts (if qualifying on basis of education) <b>Transcripts must be translated to English to be considered.</b>	✓	✓
3	Copy of Passport - Must be valid for at least 6 Months	✓	
4	Copy of SF-50		✓
5	Family Affiliation (Sample format available in Job Portal)	✓	✓
6	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓
7	Copy of PCS orders with dependents listed <b>AND</b> Dependent entry approval.	✓	

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### MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

Military spouse preference and Family member preference applicants (Non US Spouse & Family Members of US Civilian or US Military), will receive priority consideration. To be eligible for military spouse preference/family member preference, applicants are required to provide a copy of their Sponsor's PCS orders with dependents listed, and their Dependent entry approval letter at the time of application, to exercise their preference status. If MSP/FMP documents are not provided by the closing date of the announcement, military spouse preference/family member preference will not be applied.


### ADDITIONAL DOCUMENT REQUIREMENTS

- All documents must be legible. No photos/pictures are permitted on resumes.
- Do not submit training certificates, letters of appreciation, experience certificates and any other documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in your Resume/CV or in an attached statement. Failure to disclose any/all family affiliations will result in the non-consideration of application or termination of employment.
  - Full name of relative (as reflected on CPR Card), Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.
- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. While unofficial transcripts (translated into English) are acceptable for initial application, an official transcript evaluated by a U.S. based credentialing service will ultimately be required if you are selected for the position. Please utilize the following link for service providers. <https://www.naces.org/members>.

### HOW TO APPLY

**\*\*ANY\*\*** applicant within the "WHO MAY APPLY" section of this announcement may now submit application online at: [applicationbahrain@us.navy.mil](mailto:applicationbahrain@us.navy.mil)

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-22-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

	To...	Application Bahrain;
	Cc...	
	Subject	NSA-20-XXX
	Attached	 Passport.pdf (21 KB);  Transcripts.pdf (21 KB);  Family Affiliation.pdf (21 KB);  Resume-CV.pdf (21 KB);  ID Scans.pdf (21 KB)

- Your application **WILL NOT** be considered if the announcement number is not in the e-mail subject line.
- Only **ONE** email will be accepted per vacancy announcement. If more than one email is sent only the most **RECENT** will be accepted.
- Failure to submit applicable required documents (as attachments) will result in your application not being considered.
- Your resume will **not** be kept on file – it will only be used for this announced vacancy. If you wish to apply for another vacancy then you will have to send in another resume.
- **PLEASE DO NOT** submit your documents as **zip files** or **pictures** (.JPEG, .JPG, .PNG, .GIF). Documents/Attachments other than PDF or Word Files will not be considered.

### AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

### WHAT TO EXPECT NEXT

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Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. ***You will only be notified if you are selected for the position.***

For further inquiries please call 1785-4763 or e-mail us at [HROBahrain@us.navy.mil](mailto:HROBahrain@us.navy.mil).

**We will not be accepting resumes that are sent to this e-mail.**

**\*\* Please note that [HROBahrain@us.navy.mil](mailto:HROBahrain@us.navy.mil) is for INQUIRIES ONLY. Do NOT submit your resume to this e-mail. \*\***