



Commander Navy Region  
Europe, Africa, and Southwest Asia  
NAF Human Resources  
PSC 817 BOX 108  
FPO, AE 09622-0108

## VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

<b>ANNOUNCEMENT NO.</b>	18-185
<b>POSITION TITLE</b>	RECREATION ASSISTANT Ua-0189-06
<b>SALARY</b>	EURO 1,994.52 per Month, Includes Contingenza and Bonuses. Salary is based on full time employment.
<b>EMPLOYMENT CATEGORY</b>	<b>PART TIME TEMPORARY</b> (18 Hours per week - required to work evenings, weekends, holidays and rotating shifts)
<b>LOCATION</b>	Commander, Navy Region Europe; Fleet and Family Readiness Program; MWR, Gaeta, Italy
<b>AREA OF CONSIDERATION</b>	Applicant who hold Italian citizenship or citizenship of other member state of the European Union (EU).
<b>OPENING DATE</b>	04 June 2018
<b>CLOSING DATE</b>	18 June 2018

**Note:** The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

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### INTRODUCTION

The purpose of this position is to provide professional support to the comprehensive program of recreational Fleet and Family Readiness opportunities for USN active duty, home-port ship, retired military, DOD Civilians, DOD contractors and their family members, visiting ships and guests.

### DUTIES AND RESPONSIBILITIES

The incumbent performs a wide variety of tasks, which furnishes direct services to the public and supports FFR sponsored programs, services and events. Serves as a primary front line customer service representative of the overall program and as such, must continually present information in a highly professional and customer friendly style.

Assists patrons with the physical resources offered within the Fleet and family Readiness Center (use of computers and Wi-Fi, videogames; PS2, PS3 Xbox, Pool table, ping-pong table).

Assists in highlighting special emphasis for programs and events, by disseminating information on all services special promotions.

Registers and collects fees from patrons for organized ITT tours, Community Events, Single Sailor/Liberty, instructional classes and other related MWR program.

Performs cashier duties and is designated to maintain an authorized change fund.

## QUALIFICATIONS & REQUIREMENTS

Six (6) months of general experience and six (6) months of specialized experience.

**General experience** is any type of work that demonstrates the applicant's ability to perform the work of the position.

**Specialized experience** is that which has equipped the applicant with 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 (e.g. Group leader/counselor in community centers, sales or stock clerk in recreation supply/equipment shop, aid in resort recreation service, etc.).

### OR

Successfully completion of two (2) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite, that included at least 12 semester hours of courses related to recreation.

**(Copy of transcripts is required)**

## KNOWLEDGE REQUIRED:

Possess extraordinary people interaction, customer service, organizational and teambuilding skills.

Holds above average skills in speaking, reading and writing the English language.

Ability to produce work in a highly energetic and comprehensive program atmosphere.

Skills in operating cash register, computer, microcomputer, fax machine, projectors and related equipment. Must be competent in Microsoft Word and other computer program knowledge.

Incumbent should be familiar with the needs and interests of the military and DOD Community.

Must maintain a current Driver's license American & Italian translation, to operate a 9-passengervan.

Must be able to work flexible work hours days, nights and weekends.

## HOW TO APPLY:

Please read the Instructions by clicking on the following link, before submitting your application:  
[https://cnic.navy.mil/regions/cnreurafswa/about/job\\_openings/naif\\_positions.html](https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/naif_positions.html)

The application form and instructions on how to apply have been revised.

Any prior editions will be obsolete and will no longer be considered beginning 1 Jan 2016. Applications that do not conform to the revised instructions will not be considered.

## NOTES:

- Fluency, oral and written in ENGLISH and Italian is required.
- Application must be submitted in English
- The incumbent must be able to pass a fit for duty medical examination prior to employment.
- Selectee will be required to favorably pass a security background check as a condition of employment.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.**
- **Effective 01 April 2009**, applicants applying for any **TEMPORARY** position **MUST** complete the Form for Temporary Employment (modulo aggiuntivo per impiego temporaneo).