

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service		4. Employing Office Location Various		5. Duty Station Various		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by				Official Title of Position				Pay Plan		Occupational Code	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review				Recreation Aid				NF		0189	
d. First Level Review										01	
e. Recommended by Supervisor or Initiating Office				Recreation Aid, Community Recreation				NF		0189	
								01			
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment Community Recreation				c. Third Subdivision							
a. First Subdivision DEPARTMENT OF THE NAVY				d. Fourth Subdivision							
b. Second Subdivision COMMANDER NAVY INSTALLATIONS COMMAND				e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature				Signature							
Date				Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action Otis P. Scott, Labor and Employee Relations Specialist				OPM PCF Recreation Aid and Assistant Series, GS-0189, TS-43, May 80 Grade Evaluation Guide for Clerical and Assistance Work.							
Signature				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Date				Date							
23. Position Review				24. Remarks							
a. Employee (optional)				Block 18 b/c coded locally, supervisory certification required in block 20a. NOTE: Standardized PDs for CNIC NAF regions. Installation changes must be authorized by HQ N922 and HQ N941. Pen + ink changes made 1/21/15 per N922.							
b. Supervisor											
c. Classifier											
25. Description of Major Duties and Responsibilities (See Attached)				A. Bowling CNIC NAF HQ Principal Classifier							

## RECREATION AID

### Community Recreation

NF-0189-01

#### I. INTRODUCTION

Incumbent is involved with a variety of duties in support of the Community Recreation program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

~~\*Provides oversight of activities~~ (Removed requirement to provide oversight 1/21/15 acb) *Performs assigned duties* and provides necessary services to authorized patrons, including general information and support of Community Recreation programs. Provides information concerning facilities and operation. Ensures adherence to regulations, and safety and security procedures.

May assist in maintaining routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loan, rentals, resale, and program registration; receive payments and make change.

Provides customer service by greeting patrons in person and by answering the telephone; takes messages and handles customer requests or referrals to the appropriate staff member. All of the abovementioned tasks relate to Community Recreation program delivery, e.g. inventory control, equipment inspection, restocking, point of sale system operation, and cash handling.

Adheres to NAVMED P-5010 sanitation requirements. Provides support for Community Recreation event set up and break down.

Performs other related duties as assigned.

#### **Minimum Qualifications:**

Incumbent must hold a high school diploma or GED. Must be able to learn MWR policies, rules and regulations, involving the Community Recreation program. Must have ability to communicate orally and in writing. Successful completion of a National Agency check is required upon employment. ~~\*Employee is required to have a valid state drivers' license. Applicants over the age of 18, must be able to obtain license validation to transport patrons off base within 90 days of employment.~~ (Removed requirement for a driver's license 1/21/15 acb) Obtain Emergency First Responder or CPR certification, Food Handlers and C.A.R.E training, where applicable within the first 90 days of employment.

**Factor I. Knowledge Required by the Position**

- Basic reading comprehension in order to adhere to published rules, regulations, standard operating procedures, checklists, and other guides.
- Basic custodial tasks, e.g. sweeping, mopping, vacuuming, wiping, dusting, etc.
- Basic computer operations and keyboarding skills to include operation of point of sale systems as well as desktop computers.
- Basic arithmetic calculations, i.e. addition, subtraction, multiplication, and division.
- Basic customer service delivery methods to identify customer needs, deliver expected service, and/or resolve routine customer issues
- Basic understanding of elements of the Morale, Welfare and Recreation department to answer customer questions and/or refer them to the appropriate activity.

**Factor II. Supervisory Controls**

Work is often performed independently under the specific direction of the Community Recreation Director, specific activity manager, and/or other identified lead positions. Occasionally, minor decision making may be required as unusual situations arise if supervisor is not available for consultation. Assistance is available when needed.

**Factor III. Guidelines**

Follows published standard operating procedures, checklists, and verbal instructions from supervisor.

**Factor IV. Complexity**

Community Recreation is made up of a variety of MWR activities. Facilities and program delivery areas may be scattered throughout the installation. Community Recreation encompasses many different and unrelated processes, methods, and procedures and must be carefully managed to ensure efficiency and effectiveness. The size, nature, and scope of the program requires decisions that take into account such things as participant interests and needs, or last-minute problems that require adjustments in schedules. Decisions regarding what work needs to be done and how are easily made based on information readily available. Employee is required to use judgment in making adaptations to basic program delivery to conform to the needs of participants. More serious questions and problems are referred to the supervisor for decision.

**Factor V. Scope and Effect**

Work affects the success of the Navy mission. A well-rounded Community Recreation program contributes to individual, family, unit, community, and Navy resilience by directly impacting social, physical, environmental, spiritual, psychological, and behavioral fitness; and indirectly influencing nutritional and medical fitness.

**Factor VI. Personal Contacts**

Personal contacts take place in moderately structured settings and tend to be routine and recurring in nature. Contacts include Community Recreation facility customers, program participants, military and civilian personnel who provide services and assistance, and volunteers and other staff members.

**Factor VII. Purpose of Contacts**

Contact with customers is for the purpose of determining their needs and interests and delivering the expected service. Contact with service providers, volunteers, and other staff members is for the purpose of relaying information, coordinating efforts, and delivering the expected service.

**Factor VIII. Physical Demands**

Work may require sitting, walking, long periods of standing, bending and lifting of moderate heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require lifting items such as papers, books, rental equipment, and athletic equipment.

**Factor IX. Work Environment**

Incumbent may work in multiple Community Recreation facilities. Work is primarily performed indoors; however, may require some outdoor work from time to time. Expect everyday risks and discomforts associated with the work environment and/or the specific activities to which assigned. Work schedule is flexible and will vary as required by the needs of the program to include night, weekend, and holiday shifts as well as split days off.

**\*Deleted items are indicated by strikethrough; changes are indicated by italics.**