

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No.						
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Various		5. Duty Station Various		6. OPM Certification No.					
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 14. Agency Use					
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade					
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Supervisory Recreation Specialist		NF		0188		03					
d. First Level Review													
e. Recommended by Supervisor or Initiating Office		Supervisory Recreation Specialist, Community Recreation		NF		0188		03					
16. Organizational Title of Position (if different from official title)		Supervisory Recreation Specialist, Community Recreation		17. Name of Employee (if vacant, specify)									
18. Department, Agency, or Establishment Department of the Navy				c. Third Subdivision Community Recreation Division									
a. First Subdivision Commander, Navy Installations Command				d. Fourth Subdivision									
b. Second Subdivision Morale, Welfare and Recreation Department				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				Date		Signature				Date			
						Leslie Gould Community Recreation Program				07/27/2015			
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 OPM PCS for Recreation Specialist, GS-0188, TS-64, June 82, TS-36 September 1979 Grade Evaluation Guide; General Schedule Supervisory Guide HRCD-5 June 1998, April 1998									
Typed Name and Title of Official Taking Action Audrey Bowling CNIC NAF HQ Principal Classifier				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.									
Signature				Date									
Audrey Bowling				8/14/15									
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks 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.													
25. Description of Major Duties and Responsibilities (See Attached)													

SUPERVISORY RECREATION SPECIALIST, NF-0188-03

CNIC, MWR, COMMUNITY RECREATION DIVISION

I. INTRODUCTION:

This position is located in the Community Recreation Division, of the Morale, Welfare and Recreation (MWR) Department, located within Commander, Navy Installations Command (CNIC). Manages and administers a comprehensive and diverse year round recreation program and various recreation facilities that can include but are not limited to Parks and Picnic Areas, Outdoor Rental/Resale/Adventure Activities, Camping/RV Parks, Vehicle Storage, Liberty Program, Library Program, Information, Tickets and Tours (ITT), Recreation and Resource Centers, Bowling, Paintball, Deployed Forces Support, Special Events, Command Event Support and Equipment Issue, Auto Skills and Snack Bars. Also, plans, promotes and implements a variety of MWR or Community Recreation programs and activities while seeking various partnerships with community organizations and businesses, in support of MWR programs and base wide special events.

II. MAJOR DUTIES AND RESPONSIBILITIES:

(a.) Supervision

25%

- Performs supervisory duties which include assigning work, defining priorities, selecting and recommending applicants for hire, evaluating performance, recommending pay adjustments/awards, providing or recommending training, approving and/or disapproving leave requests, initiating corrective actions, and recommending formal corrective/disciplinary actions as warranted.
- Supervises federal civil service employees at the NF-01/GS-1/2/3, NF-02/GS-4, NF-03/GS-5/6/7/8, NA-05 or NA-8, whether full-time, part-time, intermittent, or temporary; assigned military employees; non-Federal workers; unpaid volunteers; student trainees, or others.
- Authorizes personnel action requests (SF-52) and ensures timekeeping documents are submitted in accordance with local direction.
- Ensures interviews and selection of new hires is performed in accordance with established hiring practices.
- Leads and instructs subordinate staff in administering traditional and non-traditional workshops, clinics and events in a variety of outdoor skills areas including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking or water sports.
- Provides outdoor field experiences related to above skill training in the form of day and weekend trips.
- Leads day-to-day operation of multiple programs to which assigned; assists with staffing, training and scheduling.

(b.) Program Management

35%

- Uses creativity to plan, promote and implement well-rounded Community Recreation programs utilizing numerous facilities within the entire MWR Department in accordance with CNIC approved program standards.
- Coordinates leisure skills development activities and classes.
- Organizes community special events such as comedy shows, holiday events, celebrity appearances, concerts, 4th of July Festival, and Winterfest, which are just a few of the many programs offered throughout the year.
- Serves as a liaison for MWR related activities associated with Training Support Center (TSC), Fleet & Family Readiness Departments (N9) and other tenant commands on base, on an as needed basis.
- Provides support for unit allocation events to include equipment, programming ideas, and coordination assistance.
- Responsible for the development, management, maintenance, planning, business plan execution, and administration of a diverse Community Recreation program.

(c.) Marketing

15%

- Solicits and assists with negotiating partnerships on behalf of the MWR Department.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs.
- Develops contacts and creates professional proposals, execution of agreements and follow-ups.
- Researches and provides information and referral on a variety of recreational opportunities for individuals/families on and off the base.
- Responsible for planning, coordinating, publicizing, marketing and execution of programs and special events within the Community Recreation program by utilizing all available resources.
- Seeks ways to promote and market MWR facilities and events through outreach opportunities on base.
- Promotes MWR facilities and events through staff and student indoctrination and other large group functions and gatherings. (Promoting events and programs are done by speaking to large groups and using administrative resources to create and post advertising materials, providing input for quarterly calendars, weekly base paper, etc.)

(d.) Administration

25%

- Provides administrative duties and support through after-action reports, data collection and database administration. All administrative duties are completed through a variety of sources including computer software which tracks patron's usage and responses (includes providing information for metrics and patron counts).
- Solicits input from activity managers regarding internal short/long range goals, business plan objectives and program standards.
- Monitors various programs to ensure standards are met or exceeded.

- Routinely evaluates and reviews ongoing programs and provides activity managers with guidance that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity.
- Assists with writing standard operating procedures.
- Performs regular analysis of projected projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population.
- Provides onsite project oversight and ensures that approved plans are implemented and notifies local and regional leadership of any issues or concerns that may arise.
- Uses metrics and financial data to make recommendations for any modifications to programs.
- Ensures all facilities and activities associated with the Community Recreation program meet established fire, safety, security and sanitation guidelines.
- Takes timely action to correct deficiencies through coordination with appropriate entities.
- Leads and performs check-in and check-out of materials and collects any applicable fees by operating point of sale (POS) computer system for equipment and activities associated with Community Recreation Programs.
- Inspects equipment upon return for damage and makes recommendations for replacement when required.
- Completes a Daily Activity Report (DAR) to ensure accountability for the balancing and reconciliation of daily sales transactions.
- Performs inventory of various types of equipment, retail items, supplies and any other item deemed to have cash value.
- Promotes customer service awareness and information, requisitioning merchandise, ensuring adequate stock levels, entertainment and promotion schedules.
- Transports patrons off-base to local attractions for trips, tours and outings.
- Performs other duties as assigned.

III. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge gained through relevant education and training (i.e., Bachelor's Degree in Recreation, Marketing, Business or closely related field) and/or equivalent recreation related work experience.
- Combination of experience related to customer service and or activity based functions.
- Ability to work independently, make sound decisions and have the ability to effectively communicate both orally and in writing.
- Knowledge of recreational programs.
- Knowledge of the goals, principles, techniques and methods of procedure used in organizing, planning and conducting all types of activities.
- Knowledge of the entire scope of activities and their suitability in the Community Recreation Program for individuals and groups of varying demographics, ages and interests.

- Ability to create, negotiate, implement and sustain partnerships via various MWR agreements.
- Ability to maintain a clear and accurate database.
- Ability to represent the department and speak in front of both small and large groups.
- Knowledge of recreational and entertainment events.
- Program planning and leadership skills to devise and implement a leisure and social recreation program that will stimulate and sustain the interest of participants and challenge participants that they may benefit from the social values to be derived from recreational activities.
- Ability to obtain and maintain a valid state driver's license. License must be obtained within 90 days of being placed in the position.
- Ability to communicate effectively both orally and in writing.

2. SUPERVISORY CONTROLS

Works under direct supervision of the Community Recreation Director, Recreation Director, MWR Director or equivalent. Supervisor sets general overall recreation and management objectives but the employee is expected to carry out programs independently. Supervisor is available for consultation as required on such matters as developing priorities, obtaining equipment, establishing schedules, contracting for entertainment, etc. Completed recreation programs, services, and operations are periodically given cursory review for quality level, responsiveness to participant's interests and needs, and for achievement of program objectives.

3. GUIDELINES

Guidelines consist of the DODI 1015.10 and CNIC 1710.3. In addition, may utilize other standards, manuals, directives and publications (example: Navy Program Standards) prescribed by higher authorities that affect the operations of the local MWR Department. Verbally discusses policies on personnel management, finance, supplies and equipment requisitions, programs and general administrative procedures with appropriate personnel.

4. COMPLEXITY

The Community Recreation Program encompasses many different and unrelated processes, methods and procedures and must be carefully managed to ensure efficiency and effectiveness. The program utilizes a variety of scattered facilities and areas.

Employee is required to use some judgment in making adaptation of the basic program to conform to the needs of the participants. Employee must ensure they are in compliance with local and Regional program policies, regulations, and procedures, including higher level Navy and DOD instructions, regulations and program standards. Ability to use judgment in adapting guidelines for specific situations, methods and processes that may deviate from guidelines. Ability to exercise authority and independent judgment in the development of plans and solutions.

5. SCOPE AND EFFECT

Work affects the success of the Navy mission. A well-rounded MWR program contributes to fleet readiness and provides the sailors and the base Community with a positive leisure experience. Activities, programs and services provided by the Community Recreation Program are highly visible because of the direct interactions with both internal and external customers and all actions directly contribute to the morale and welfare of the Installation community. Recreation programs directly contribute to the participants' morale, welfare, and total well-being. The ability to maintain effective interpersonal and organizational relationships is key to successful operations.

6. PERSONAL CONTACTS

Contacts are with program participants, base military and civilian personnel who provide services and assistance and with volunteers and other staff, both full-time and part-time. Command level departments include but are not limited to: Senior command leadership, Public Works, Security, Base Medical, Navy Exchange, Commissary, Human Resources, Union representatives and representatives from the Fleet and Family Readiness Department. The incumbent has many contacts with various commands and departments on the base when dealing with the coordination of an event. The employee also has contacts with outside businesses, local Chambers of Commerce and the general public, in planning and scheduling a variety of leisure and offering up resource/referral, trip, and event opportunities.

7. PURPOSE OF CONTACTS

The purpose of contacts is to effectively solicit support for the recreation program, identify information and resources in the local community for the base population, and negotiate and promote access to those resources to ultimately provide a fully developed Community Recreation Program to the base population.

8. PHYSICAL DEMANDS

The employee's work is sedentary at times but physical exertion is involved with program set-up. Bending, stooping, lifting of items, etc. will be required when organizing or setting up for programs/events. Work may require considerable physical exertion while instructing or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderately heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require working outside for special events or leading outdoor group outings or trips.

9. WORK ENVIRONMENT

The activities segment of this position involves everyday risks and discomforts which require normal safety precautions typical of the various activities involved. Work is performed both

indoors and outdoors, without a fixed schedule. The work areas are adequately lighted, heated and ventilated. Administrative work is performed in a normal office setting.

10. OTHER REQUIREMENTS

Hours of work will vary as required by the needs of the program to include split days off, evenings, weekends and holidays. May be required to work early, late, and on weekends and holidays.

Subject to recall regularly.

Wears protective clothing and equipment as situations warrant.

Occasional travel of less than 10% may be required.

IV. CONDITIONS OF EMPLOYMENT:

- Position has been designated Non-Critical sensitive. As a position of trust and IT II position, employment is conditional on the successful completion of an Access National Agency Check (ANACI) or other equivalent background check.
- Must possess and maintain a current driver's license to drive a government vehicle in the performance of duties.

V. SUPERVISORY FACTORS

1. PROGRAM SCOPE AND EFFECT

Directs a comprehensive and diverse year round recreation program and various recreation facilities within the Community Recreation Division in the MWR Program through the development of self-directed, unit directed and team activities. The Supervisory Recreation Specialist has three primary components: individual skills development; leisure and social recreation development; and intramural fitness and sports programs. The work directly engages in planning, developing, promoting, executing, and evaluating a diversified mix of typical/conventional and enhanced recreation and sports activities and services. As facility manager, prepares and justifies annual budget requirements to include, appropriated/non-appropriated funds. Analyzes program objectives and adapts a variety of program activities based on the evaluations.

2. ORGANIZATIONAL SETTING

Reports directly to the Community Manager for direction and performance evaluation. The Community Manager is two or more levels in the direct supervisory chain below first SES, flag or general officer, equivalent or higher level position.

3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

FL 3-2, 450 POINTS

Supervises a staff of appropriated/non-appropriated and volunteer personnel. Provides technical and administrative advice to subordinates. Plans, schedules and assigns work; evaluates work performance; provides advice, counsel, or instructions on both work and administrative matters; interviews candidates for positions inside the branch; makes recommendations for appointment, promotions, or reassignments; hears and resolves complaints from employees; effects disciplinary matters; and identifies individual training needs. Provides professional expertise to MWR programs.

4. PERSONAL CONTACTS

SUBFACTOR 4 A - NATURE OF CONTACTS

Contacts are with managers, supervisors and staff of the program section, other divisions within MWR and other organizations on the installation. Contacts are also with high-ranking military and civilian managers and supervisors from DoN and DOD activities and other government agencies. Other contacts include Congressional Staff Members, contracting officers and foreign military officers.

SUBFACTOR 4B - PURPOSE OF CONTACTS

The purpose of contacts is to coordinate the work of the Community Recreation Program to assess program interest, both individual and unit needs to plan an effective proactive community recreation program. Coordinates, obtains and commits APF and NAF resources to promote participation and cooperation from the installation; local military and civilian installation community; the local community surrounding the installation to publicize and promote the community recreation programs, and other special event activities through formal advertising.

5. DIFFICULTY OF TYPICAL WORK DIRECTED

The highest level of subordinate workload that accounts for at least 25% of the workload is NF-03/GS-07/09 or equivalent. Those directed may be subordinate Federal civil service employees at the NF-01/GS-1/2/3, NF-02/GS-4, NF-03/GS-5/6/7/8, NA-05 or NA-8, , whether full-time, part-time, intermittent, or temporary; assigned military employees; non-Federal workers; unpaid volunteers; student trainees, or others.

6. OTHER CONDITIONS

Work performed by subordinates requires substantial coordination, integration, and consolidation of a variety of work assignments and projects. Incumbent must continually strive to maintain consistent policy interpretation and conflict resolution among subordinates in their dealings with customers both within and outside the organization.