

U.S. Department of
Homeland Security

United States
Coast Guard



UNITED STATES COAST GUARD VACANCY ANNOUNCEMENT NONAPPROPRIATED FUND

Nonappropriated Fund employment is considered Federal employment
but does not confer civil service status

OMB NO: 1625-0120
Expiration Date: 10/31/2021

Announcement #: 4211

Opening Date: 9 September 2021

Closing Date: Until Filled

Position: Recreation Specialist (Fitness Complex)

Who May Apply: All Sources

Pay Plan/Series/Pay Band: NF-0188-03

Work Schedule: Full Time (30-40 hrs/wk)

Salary: \$19 per hour

Location: Petaluma, CA

MWR Petaluma Pool

DUTIES:

Assists Recreation and Lodging Manager with planning, developing, and maintaining a military recreational fitness program for active duty military, dependents, retirees, and authorized civilians. Assists with planning, coordinating, and scheduling of recurring activities, special events, and joint community undertakings to maximize use of facilities and resources consistent with the military mission.

Safety is the number one priority. In coordination with Facilities Engineering, assists with the operation of the gym, pool, and associated facilities in accordance with standard operating practices and procedures. Help ensure that gym equipment remains operational and pool chemical levels remain in the appropriate ranges; report and balance pool chemicals as needed.

Assist with scheduling and oversight of outdoor recreational programs including intermural sports, recreational games, and equipment rentals.

As Recreation Assistant (Fitness Complex) assist with the implementation of the following:

1. Seek, improve, and apply knowledge and skills as related to the TRACEN fitness programs.
2. Understand the requirements and assist with the preparation of all annual or other daily/weekly scheduled inspections as required. Help to ensure that references are current and accessible.
3. Assist with conducting and completing the annual Petaluma/Sonoma County/California checklist for CG public swimming pools prior to open swim; assists with monitoring throughout the year.
4. Assist with conducting a summer swimming lesson program for the youth at the TRACEN. Work with the Boys & Girls Club Director to help market the program and conduct sign-ups. Assists with keeping track of participation levels and report as needed.
5. Training to include but not limited to professional development and enhance job performance.
6. Assist in coordination with the MWR wellness events.

Perform related duties as assigned.

You will be evaluated for this position based on how well you meet the qualifications below. Your resume/application must demonstrate the required experience/education. Please see additional information on how your application is evaluated.

QUALIFICATIONS REQUIRED:

Minimum:

1 Undergraduate Education: Major study -- general recreation, or one of the appropriate fields of recreation such as outdoor recreation; recreation and parks leadership; wild land recreation management; natural resources recreation; youth recreation; public, urban, or community recreation; special populations recreation (e.g., senior citizens, institutional, etc.); or physical education or experience that provides a knowledge of the goals, principles, methods, and techniques of recreation, and an understanding of the interests of individuals or groups.

Preferred: (In addition to the minimum qualifications):

1. Experience that demonstrates the ability to apply the principles of one or more specialty areas of recreation. Examples of qualifying specialized experience include:
 - Planning, organizing, coordinating, supervising, or evaluating community, industrial, outdoor, institutional, or other recreational programs.
 - Planning, establishing, or evaluating a recreational curriculum for junior college or higher academic levels.
 - Instructing in the principles and techniques of recreational program planning and management.Assisting with the programs and activities of local, regional, and/or national recreational organizations.

OTHER ESSENTIAL INFORMATION:

- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as the Standard method of payment for payroll and travel purposes.
- Males born after 12/31/59 and at least 18 years of age must be registered with the Selective Service System, unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S. Code 3378. Selectee will be required to provide a written statement regarding his registration status, unless he is exempted by this statute.
- Must satisfactorily complete a Federal Background check

US Citizens and non-citizens authorized to work in the US, must have lived in the US for three of the last five years, and meet residency requirements set forth below:

1. Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a Federal or military capacity; or
3. Have been a dependent of a United States Federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete stateside coverage information required to make a suitability/security determination. **Applicants must provide this information with their application for employment.**

HOW TO APPLY

You **MUST** submit a resume or any other written format in English of your choice which clearly identifies: (1) The announcement number, title and pay band of the job you are applying for, and, (2) Information such as full name; mailing address; country of citizenship (U.S. Citizenship required OR valid authorization to work in the US); highest Federal grade or NAF pay band held with job series, title, and dates held (if applicable); a statement requiring proof of veterans' preference by means of DD 214; education; and relevant work experience including start/end dates, supervisor's name and phone number, salary and title, series and grade if experience was with a non-appropriated fund instrumentality of the Federal government. You must also include a copy of your most recent performance appraisal if you are a current Federal or NAF employee. Applications may not be sent in franked Government envelopes; applications filed in this fashion will not receive consideration. If information is not complete, you may be excluded from consideration.

Additional Information on how you will be evaluated:

Your resume/application must demonstrate the required experience/education. Experience refers to **paid and unpaid** experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social, committee, sports, internships). **Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and leadership experience that *translates* directly to paid employment.** Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be **clear and specific when describing your experience.**

Outside Candidates: To apply, please visit our website at <https://shopcgx.com> and click on "Careers" at the bottom of the page. **Internal Candidates:** Sign into ADP Workforce now. Click on Myself/Talent/Career Center. Search by location or Job Title for:

**Recreation Specialist (Fitness Complex) FT 4211
Petaluma, CA, US**

Equal Employment Opportunity: All candidates will be considered without regard to any non-merit factor such as race, color, religion, sexual orientation, national origin, age, disability, or marital status.

PRIVACY ACT NOTICE

Authority: The U.S. Coast Guard rates applicants under the authority of Title 5 of U.S. Code, Sections 301, 1104, 1302, 2103, 3301, 3304, Executive Order 9397, and Departmental Regulations.

Principal Purpose: To collect information needed to determine how well an applicant's education and work experience qualify them for the job they are applying for.

Routine Use: This information provided will be shared with the hiring manager and interview panel members. It may also be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Disclosure: Voluntary, however failure to disclose requested information may result in an applicant not receiving consideration for a position in which the information is needed.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is OMB 1625-new, expiration 10/31/2021. The estimated average time to complete this application is 40 minutes. If you have any comments regarding the burden estimate you can write to U.S. Coast Guard, Community Services Command, 510 Independence Parkway, Suite 500, Chesapeake, VA 23320.