



**NON APPROPRIATED FUNDS (NAF)  
JOB OPPORTUNITY**



**ANNOUNCEMENT NUMBER: MWR 25-2020  
\*SEASONAL HIRES NOT TO EXCEED 9/30/2020\***

**OPENING DATE:** February 11, 2020

**CUTOFF DATES:** February 22, 2020 and March 21, 2020

**CLOSING DATE:** April 30, 2020

**POSITION:** Lifeguard, NF 0189 01, 7 positions

**SALARY:** \$9.00 - \$10.00 per hour (includes locality pay)

**EMPLOYMENT CATEGORY:** Seasonal, must be able to work nights, days, weekends and holiday. Not to exceed 9/30/2020

**LOCATION OF POSITION:** Aquatics Facilities; MWR Department, NAS Jacksonville

**AREA OF CONSIDERATION:** Local Commute Area

**JOB SUMMARY:** This position is located at the Fitness Division, Aquatics Branch of the Morale, Welfare and Recreation Department, NAS Jacksonville, FL. The primary purpose of this position is to perform lifeguard duties which involve the safeguarding of the lives of patrons of the indoor or outdoor pool located at NAS Jacksonville.

**MAJOR DUTIES:**

Performs guard duties at either outdoor or indoor pool. Observes activities of persons in the pool area to ensure safety rules are followed. Assists in keeping pool and surrounding areas clean and free from litter and hazards. Provides information to swimmers regarding safety rules and procedures. Rescues swimmers and administers first aid as required. Performs other duties as required by the pool supervisor. Ensures swimmers have a good knowledge of all aspects of water safety and observe all water safety rules.

**KNOWLEDGE AND SKILLS REQUIRED:**

- \*Must possess valid Red Cross Lifeguard training or equivalent certificate or a higher level certificate.
- \*Must have current First Aid and CPR.
- \*Must possess current Lifeguard Certification, CPR, and First Aid certifications.
- \*Must be a mature individual who can exercise control over a large group of people varying in age and military/civilian status.
- \*Must be at least 16 years of age.
- \*Must present a neat and clean appearance

**NOTE:** Required certifications must be submitted with your resume/application for you to be considered.

**NOTE:** Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period.



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Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is dependent on experience and/or education. This announcement may be used to fill additional vacancies within 60 days of closing date. For positions requiring travel more than twice per year, selectee will be required to obtain and maintain in good standing a Government-issued Travel Card for official government travel purposes.

The Department of the Navy is an Equal Opportunity Employer where employees are respected and valued. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF HR Office. The decision on granting reasonable accommodations will be on a case by basis.

**HOW TO APPLY:** All interested applicants should submit an application OR resume as well as the Declaration of Federal Employment (OF 306) ([http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)) in one of the following ways:

**BY FAX TO:** (904) 542-3424

**SUBMIT VIA EMAIL(preferred) TO:** [JAXS\\_NAS\\_MWRJOBAPPS@NAVY.MIL](mailto:JAXS_NAS_MWRJOBAPPS@NAVY.MIL)

NAF Application form and Request for Military Spouse Preference form can be picked up at the MWR Personnel Office or can be downloaded from [navymwrjacksonville.com](http://navymwrjacksonville.com) under the "Jobs" tab.

Where a first cut-off date is indicated, a selection may be made from the resumes/applications received as of the specified first cut-off date. Completed applications (resume, supporting documentation, etc.) must be received by 11:59pm Eastern Time on the cut-off/closing date. If more than one resume is received, only the last resume received will be reviewed.

### **CONDITIONS OF EMPLOYMENT:**

It is Department of Defense (DoD) policy that all employees are to participate in the direct deposit/electronic funds transfer. We require this to be established within the first 60 days of employment.

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

We are an E-VERIFY employer.

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**EMPLOYMENT PREFERENCE:** If requesting any type of employment preference, supporting documentation must be submitted with the application/resume to prove preference eligibility. The submission of a preference does not guarantee a position as applicant still must be highly qualified with the knowledge, skills, and educational requirements of each submittal.

\*If claiming Veteran's Preference, completed SF-15 and a legible copy of DD-214 (page 4) as well as any other supporting documentation (disability, official statements, proof of service, etc.) is required.

\*If claiming Gold Star Veteran's Preference, completed SF-15 and a legible copy of DD-1300 as well as any other supporting documentation (official statements, document of service, court decree, etc.) is required.

\*If claiming Department of Defense (DOD) Non-appropriated Fund (NAF) Business Based Action (BBA) Priority consideration, submit a copy of the notice of separation.

\*If you are a current federal employee, submit your most recent Personnel Action Report (PAR) or SF-50.

\*Proof of education (transcripts/copy of degree/high school diploma), if applicable to position requirements.

**SPOUSAL PREFERENCE:** Spousal Preference can be used only once to gain regular full time employment in the commuting area but may be used multiple times for flexible type position. To prove eligibility, you must submit the following with your resume/application:

- ✓ Request for Military Spouse Preference form
- ✓ Copy of spouses' orders that state the "Ultimate Activity" is within the average commuting distance to NAS Jacksonville.
- ✓ A copy of the marriage certificate that provides proof that marriage occurred prior to the issuance of the orders.