



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



**ANNOUNCEMENT NUMBER: MWR 24-2020  
\*SEASONAL HIRES NOT TO EXCEED 9/30/2020\***

**OPENING DATE:** February 11, 2020

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

**CLOSING DATE:** April 30, 2020

**POSITION:** Water Safety Instructor (WSI), NF 0189 02, 6 positions

**SALARY:** \$10.50 - \$11.50 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 only

**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 water safety instructor duties which involve the safeguarding of the lives of patrons of the indoor or outdoor pool located at NAS Jacksonville.

**MAJOR DUTIES:**

Performs work in the swimming program. Instructs in various swimming skills and styles and basic diving for various level age groups. Ensures swimmers have a good knowledge of all aspects of water safety and observe all water safety rules. Performs rescue work when necessary, renders first aid until such time as a qualified doctor is present. Ensures all swimmers are accounted for. Performs necessary maintenance work required for sanitation, cleanliness, and neatness of the pool area.

**KNOWLEDGE AND SKILLS REQUIRED:**

Must possess current WSI, Lifeguard, CPR, and First Aid certifications. It is a condition of employment that the incumbent must be a fully certified Water Safety Instructor. Incumbent must be at least 17 years of age and be a mature individual who can exercise control over a large group of people of varying age and military/civilian status.

**Proof of current WSI, CPR and First Aid certifications must be attached to the application/resume upon submission. If certification cards are not attached, your application may not be reviewed.**

**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. 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



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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.

**HOW YOU WILL BE EVALUATED:** All resumes will be reviewed to determine if they meet the hiring eligibility and qualification requirements listed in this announcement, and will be rated based on the information provided in the resume to determine the level of knowledge, skill, and ability, related to the job requirements. Using the qualifications of the position, a predetermined rating criterion of knowledge, skills and abilities will be used for each resume. Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews.

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 case 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.

**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.

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**

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NACI) or higher background clearance as required by the position or local security requirements.

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