



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



**ANNOUNCEMENT NUMBER: MWR 23-2020**  
**\*SEASONAL POSITIONS 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:** Lead Lifeguard, NF 0189 02, 2 positions

**SALARY:** \$13.00 per hour (includes locality pay)

**EMPLOYMENT CATEGORY:** Flexible Temporary (Seasonal), weekends, evenings, holidays and early mornings may be required. Not to exceed 09/30/2020

**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:**

Serves as manager of facility in absence of Aquatics Director. Serves as point of contact to assigned lifeguards assuring all tasks are in process and complete. Resolves minor problems and complaints of employees and customers. Checks work schedule and ensures that facility is opened and closed at the posted time and in a state of cleanliness. Responsible for issuing, receiving and controlling cash receipts and change funds under custody. Assures Daily Activity Report is completed and certifies cash count of receipts and change funds turned in by cashiers. Circulates among patrons to assist with basic use of equipment/gear and to maintain good order and discipline. Warns patrons of disorderly behavior or unsafe techniques or practices being utilized. May be required to tactfully remove disruptive patrons from the facility. Maintains internal controls over the supplies and resale items. Inventories gear on hand, notifying the supervisor if additional equipment or resale is needed. Answers telephone, taking reservations for the aquatic facilities. May be required to perform general janitorial services to ensure interior spaces are in a clean, neat and orderly state at all times. This may include sweeping and mopping floors, dusting, cleaning mirrors, bathroom and locker areas. Must be familiar with and have basic knowledge of pool chemicals and how they are used, pool equipment and basic operation of a pool.

**KNOWLEDGE AND SKILLS REQUIRED:**

Must possess approved current Advanced Lifeguard Certification and approved current CPR, AED and First Aid Certification. A combination of training and education of a minimum of one-year specific experience in an aquatic facility or program is required. Must have the ability to understand and carry out basic verbal instructions. Must be



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skilled in customer service techniques, tact and good judgment. Must be able to do basic math calculations to perform inventory accountability and to compute charges and make change. **Certifications must be attached with submission of application or resume to be considered for this position.**

**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 to fill additional vacancies within 60 days of closing date.

**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 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/of306.pdf](http://www.opm.gov/forms/pdf_fill/of306.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.

### **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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