

# Regional NAF Human Resources Office

## Fleet Readiness Programs

### VACANCY ANNOUNCEMENT

09/17/10

Does not confer to Civil Service Status

POSITION: Recreation Assistant (Fitness)  
NF-0189-02

ANNOUNCEMENT # SP-82-10

LOCATION: FRP, JFSC- Fitness & Sports  
Norfolk, VA 23505

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: OPEN

(1) Position (s), Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary and I-Pay is a condition of employment

**DUTIES:** Provides instruction and demonstrates the use of equipment. Supervises the patron's use of equipment and method of exercise to ensure proper techniques for free-weights, resistance equipment and cardiovascular equipment. Demonstrates proper warm-up and cool down procedures. Consistently promotes appropriate practices. Ensures all customers are briefed on the rules and regulations of the Fitness Center and reinforces as necessary. Schedules, develops and instructs personalized fitness training programs under the supervision of the Fitness Instructor. Suggests means for modifying cardiovascular risk factors and weight loss, improvement in strength, flexibility and generic nutrition without advising customers on medical conditions or acting in the capacity of a medical doctor or physical therapist. Ensures customers have received indoctrination for the Nautilus equipment prior to using the Fitness Center. Answers questions regarding programs offered through the Fitness Center and/or other MWR facilities/services available to the customer. Establishes and maintains files, records and logs by way of a computer database. Performs routine inspection of all fitness equipment, continually checking the cleanliness of the equipment and facility. Cleans and straightens all areas of the Fitness Center on a continuing basis as needed. Performs minor repairs to equipment using repair manual procedures, reporting any broken equipment directly to the supervisor. Ensures any malfunctioning equipment is properly secured until repaired. May be required to operate a cash register, maintain a change fund, collect money and complete a Daily Activity Report (DAR). Performs other related duties as assigned.

**QUALIFICATIONS:** Training in physical education, exercise science and fitness is required with a variety of Fitness equipment including resistance/selectorized machines, computerized cardiovascular equipment and free weights. Must possess an adequate level of physical fitness to demonstrate all equipment and exercises. Must possess sufficient maturity, communication and interview skills to appropriately address patrons, and make positive and well-received suggestions on personal fitness goals and methods to attain them. Must possess sufficient written communication skills to assist with compiling and preparing written documentation and reports. Considerable tact, diplomacy, and finesse are required when interacting with individuals to maximize the development of goals and objectives for their physical-conditioning program. The incumbent is required to have and maintain a Certified Instructor/Trainer certificate from one of the following organizations: American College of Sports Medicine (ACSM); Cooper Institute; American Council on Exercise (ACE); Aerobic and Fitness Association of America (AFAA); American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) or National Strength and Conditioning Association (NSCA). If Group Exercise Instruction is performed (GEI), the incumbent must possess and maintain a certified GEI from one of the following organizations: National Dance Exercise Instructor Training Association (NDEITA); International Dance and Exercise Association (IDEA), Young Men's Christian Association (YMCA); American Council on Exercise (ACE) or Aerobics and Fitness Association of America (AFAA). Must possess and maintain a Cardiopulmonary Resuscitation (CPR) certificate; and First Aid certificate.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid state driver's license, as travel to other fitness facilities within the region may be required. This position is subject to an irregular tour of duty, which may include weekends and holidays. Must obtain and maintain CPR/First Aid certifications. Must possess and maintain at all times a Fitness Instructor Certification from an approved provider. (c) If teaching group exercise must possess and maintain a Group Exercise Instructor Certification from an approved

**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Human Resources Office, 1200 Fechteler Rd Norfolk VA 23505. Electronic application forms may be requested from and returned to: naf\_hr\_norfolk@nafpers.hrcocmail.com

-**NOTE:** Applications are available in the NAF Human Resources Office. "Unless otherwise specified, all applicants must be 16 and over." If computer access is required, employment subject to successful NAC or equivalent background check.

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Human Resources Office. No preference is given unless requested and documented.

-**MILITARY SPOUSE:** Must attach the completed Military Spouse Preference form, a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application. ACCEPTANCE OR DECLINATION OF A REGULAR FULL-TIME POSITION ENDS ABILITY TO CLAIM PREFERENCE.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code to be considered for NAF Employment.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal 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 factors."*