

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20126	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSCP – Community Center Los Angeles AFB, CA	
			EXEMPT		
3. POSITION TITLE RECREATION SPECIALIST (COMMUNITY ACTIVITIES)		4. CLASSIFICATION NF-0188-III		5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20150717

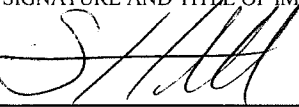
DUTIES AND RESPONSIBILITIES
 Assists in the planning, organizing, development, coordinating and administration of a comprehensive Community Center activities and programs to include core program areas and activities IAW Annual program requirements for DoD military, civilians and dependents populations. Assist with all base wide special events. Provides back up support for ITT operations located in El Segundo and Fort MacArthur. Plans and coordinates the details for recurring activities/events as to make maximum use of available resources. Insures the equipment stock supports the interests and needs of the population served. Assists in the upkeep and preparation of Community Center facility. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Typically ensures participation and outcomes of special projects result in positive impact on the organization and/or improves quality. Determines ways to improve or introduce new programs, procedures, and activities to meet the expressed desires of the customers/users as identified in market studies. Conducts evaluations of programs and services implemented through market research to determine effectiveness, and to provide feedback and recommends improvements to Director. Plans and prepares advertisements for publication in newspapers, billboard displays, etc, to inform customers on programs and services. Assists in creating brochures and flyers for activities and specials events. Assists the supervisor with the execution of and administration of operating budget and facility operations. Performs day to day budget management actions such as tracking funds distribution, reconciling commitment/obligation, and reallocating assigned program funds. Establishes, develops, and maintains effective working relationships with serviced population, installation personnel, and representatives of the local community. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Works uncommon tour of duty which includes nights, weekends and Holidays. Required to drive a government vehicle(s). Performs other related duties as assigned.

QUALIFICATIONS
 Knowledge of the basic principles, procedures, and practices of operating and a comprehensive recreation program. Knowledge gained through relevant experience which enables the employee to competently carry out continuing recreation projects or programs through the proper application of the principles, concepts, and techniques of recreation to the specific needs of the community to be served. Knowledge of safety and security regulations, practices, and procedures as relating to various recreation activities. Skill in preparing forms, schedules, and reports related to the obligation and expenditure of funds. Skill in planning, organizing, coordinating, conducting and/or evaluating recreation activities and programs. Ability to communicate effectively, both orally and in writing. Must possess skill in dealing with the public. Knowledge of office automation software (PowerPoint, Word, and Excel) is required. Must possess a valid state driver's license. Must be able to obtain a CDL (Commercial Drivers License) for a 25 passenger bus, within 90 days of employment. Must have or be able to obtain a CPR certification within 90 days of employment. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). This is a drug testing designated position. The incumbent is subject to pre-employment and random testing for drug use.

PERFORMANCE STANDARDS
 Under the supervision of the Director, regularly plans and coordinates events or activities that meet the leisure needs of the serviced population. Conduct cross programs with Youth , Fitness, ODR and Airman & Family Readiness. Recommends programs and promotions that are interesting, informative, and accurate. Routinely assists the supervisor in timely development of marketing/publicity plans, policies, programs, and strategies. Under the supervision of the Director, as a rule, effectively formulates and recommends short and long range budget proposals that meet the needs and objectives of the recreational and leisure programs. Conducts periodic audits that accurately measures accountability procedures and practices of assigned resources. Interactions with internal and external officials and/or customers are usually diplomatic, accurate, professional, and promote effective working relationships. Must maintain valid driver's license. Provides quality customer service.

TRAINING
 All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  Supervisory Recreation Specialist(cc)	DATE 28 March 17
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