

*******JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO: RI 10-16

POSITION TITLE: Sailing Instructor NF 0189 02

STATUS: Flexible Position(s) – Seasonal NTE 15 November 2016
(0 – 40 Hours/No Benefits)

SALARY: \$11.52 - \$13.00 p/h

LOCATION: Morale Welfare/Recreation, Naval Station Newport, Newport RI (Marina)

AREA OF CONSIDERATION: Open

RELOCATION EXPENSES: Not Paid

OPENING DATE: 5 February 2016

CLOSING DATE: 4/8/2016
First Closing Date: 2/10/2016

DUTIES AND RESPONSIBILITIES: The incumbent will teach the provided program sail theory outline in the classroom and techniques of proper rigging and sailing on the water. Also teach the proper techniques and basic fundamentals of kayaking. Perform maintenance on sailboat and kayak fleet. Recording of class rosters logging in and out of boats and ensure damage to boats or missing parts is tracked and accounted for. Incumbent will perform all cleaning and upkeep of boats prior to class usage. Keep alert surveillance of all equipment and activity program. Assistant other staff with marina related activities. **Performs other related duties as assigned.**

QUALIFICATION REQUIREMENTS: Incumbent should have a working knowledge of sailing procedures and ability to instruct sailing and kayaking techniques. Incumbent should have a small boat sailing instructor qualification from US Sailing or equivalent. Two years experience in teaching and leading groups. Experience in operating small power boats. Must be a mature individual who is professional and capable of exercising control of a group of people.

SPECIAL REQUIREMENTS: Incumbent will be performing tasks which call for frequent bending, standing and lifting. May lift up to 70 pounds in weight. Will have to launch and retrieve small boats. Will have to run an outboard motor on instruction boat. Physical exertion moderate to have. Work is both indoors and outdoors in the elements. May be exposed to cuts, burns, water, sun windburn, and inclement weather.

HOW TO APPLY: Applicants must submit a completed NAF Employment application, OF306 & attachments to:

Download required application form at: www.discovermwr.com/nafhr. Submit the NAF employment application form to: NAF Human Resources Office (SUBASE NLON) Box 14 NAVSUBASE NLON Groton, CT 06349 or fax to 860-694-2818. Applications may also be submitted via email to NSApplications@nhr-ma.com. Submitted applications and resumes will be retained for 90 days. For more information, visit our website at www.discovermwr.com/nafhr. Applicants who do not meet the above requirements may not be interviewed. Due to the large volume of applications we receive, we regret we are

not able to respond individually in writing to all applicants who are not selected for interviews for our positions.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

We are an E-Verify participant.

Employment subject to successful National Agency Background Check. Must have or be eligible for secret clearance. Must be 18 years of age or older.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of 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.