



JOB TITLE	Recreation Specialist (Fitness Coordinator)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Deployed Forces Support / Camp Shields Fitness Center
JOB ANNOUNCEMENT NUMBER	FFR21-0519
SALARY RANGE	\$19.17 - \$26.35 Hourly Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Monday, September 20, 2021
CLOSING DATE	Monday, October 4, 2021
SERIES & GRADE	NF-0188-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Okinawa, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

JOB SUMMARY

This position is located in the Morale, Welfare and Recreation (MWR) Department, Commander Fleet Activities, Okinawa and is physically located in Camp Shields Fitness Center. Responsible for the administration, operation, and technical direction of the sports programs and seasonal aquatics program managing. Responsible for providing an adult sports program for Commander Fleet Activities Okinawa, Japan. Programs are available to active duty, retired, DOD civilians and their family members.

DUTIES AND RESPONSIBILITIES

- Serves as the Fitness Coordinator, managing all facets of the fitness recreation programs, including personnel staffing and scheduling, group exercise classes, cash control procedures, equipment and facility scheduling, maintenance programs and material acquisition and control.
- Assists the Fitness Director with the ongoing development and or maintenance of a comprehensive Fitness Program that includes fitness facilities at Camp Shields, White Beach and all other areas applicable for fitness or group exercise with free weight equipment, aerobics studios, adult fitness program including supervised exercise instruction, fitness evaluations, individualized exercise prescriptions, lectures on health and fitness and incentive awards programs.
- Daily exercise classes such as aerobics, step, toning or weight training. Ensures all instructors teach safe and well-choreographed classes. Instructs and coordinates weight control program which includes lectures geared toward exercise, nutrition, behavior modification, goal setting and stress management. Conducts exercise sessions for commands, groups and individuals.
- Provides training in all aspects of exercise physiology to include stretching, use of fitness equipment, strength training, cardio-vascular conditioning and safety.
- Recommends selection of high quality fitness equipment; conducts maintenance and minor repairs of same; coordinates with engineers, safety and other related technical sections in the requirements for repair and maintenance of facilities and the installation of new and disposal of old equipment.
- Assists Command Fitness Leader with physical readiness tests, body fat measurements and exercise prescriptions on a regular basis for personnel who fail to attain satisfactory standards on Physical Fitness Assessments.
- Assists the Fitness Director in the training of the NOFFS, CFL, GROUP X, and MISSION Nutrition.
- Conducts inventories and utilizes appropriate purchasing procedures to acquire new equipment and supplies.
- Conducts an active public relations and publicity program using all available media resources.
- Establishes and maintains a working relationship with other afloat and ashore activities to promote and exchange ideas, programs, and customer service.

QUALIFICATIONS REQUIRED

- A practical knowledge gained through experience which enables the employee to competently and independently work within recreation facilities or programs through proper application of the goals, principles, methods and techniques of recreation.

- Includes assisting in evaluating recreation needs and planning, directing, initiating, coordinating and overseeing recreation activities/facilities which promote the physical welfare and social development of participants at a Military Installation serving approximately 10,000 active duty, civilian, and family member personnel.
- Knowledge of the wide range of principles, concepts, and techniques of fitness gained through formal education and experience in effectively planning and conducting fitness and group exercise programs (e.g. the five components of fitness, human anatomy, exercise principles and techniques, and basic nutrition, etc.). This knowledge enables the employee to plan, supervise, evaluate, administer, and conduct a large comprehensive fitness program located in one or more fitness centers and multiple outdoor facilities to meet the needs of the total Navy community.
- Knowledge of physical fitness programs which includes knowledge of exercise science, strength and conditioning, nutrition, weight loss/control, cardiovascular endurance, exercise requirements and projected results.
- Must possess a current fitness group exercise or instructor/trainer certification such as Command Fitness Leader Certification, Aerobics/Group Exercise Certification; or Weight Lifting Personal Training Certification.
- Must have a current Cardiopulmonary Resuscitation (CPR) and First Aid Instructor Certification.
- Knowledge of anatomy, physiology and kinesiology as related to exercise and physical fitness and exercise testing and equipment. Knowledge of a range of activities and services and of participants' interests and needs, typical of a fitness program, which enables the employee to develop and conduct a large and exceptionally diversified program in the specialty area. Knowledge includes ability to develop plans for facility improvements, developing, planning and carrying out a large comprehensive fitness program which meets the needs and desires of a large participating community without detriment to health or safety.
- Must have the knowledge of the range of activities and services, of participant interests and needs, and of the methods and processes involved in a recreation program in a military setting, which knowledge enables the employee to plan and conduct a recreation program that supports and contributes to the objectives and mission of the military community.
- Must possess the skill to effectively advertise/promote events/programs/resale items.
- Must have knowledge of exercise equipment suitable for fitness center and shipboard use also skill in designing fitness spaces.
- Must have the knowledge of Navy policies, organization and administration; in-depth knowledge of Navy Recreation/Fitness policies, administration and procedures.
- Extensive oral and written communication skills are required. Must possess the ability to speak in public forums to both small and large groups of people as well as one-on-one interaction.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

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 is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 3597.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <https://www.navymwrokinawa.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.