



NAF VACANCY ANNOUNCEMENT
MARINE CORPS COMMUNITY SERVICES
HUMAN RESOURCES DIVISION

1401 West Road, Camp Lejeune, NC 28547-2539

COM: (910) 451-9279

FAX: (910) 451-6771

Email: lejeune.vacancies@usmc-mccs.org

Web site: www.mccslejeune.com

EQUAL OPPORTUNITY EMPLOYER

No: 132-09

Opens: 5 Sep 09

Closes: Until Filled

POSITION: RECREATION ASSISTANT (GROUP EXERCISE INSTRUCTORS)
NF-0189-02 LEVEL MINIMUM STARTING SALARY \$9.59 PER HOUR

TYPE OF EMPLOYMENT: FLEXIBLE

LOCATION: SEMPER FIT DIVISION, VARIOUS FITNESS CENTERS

AREA OF CONSIDERATION: ALL SOURCES

**THIS ANNOUNCEMENT IS AMENDED TO INCLUDE THE PROVISION
THAT EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A
NATIONAL AGENCY CHECK INQUIRY BACKGROUND CHECK**

MINIMUM QUALIFICATION REQUIREMENT: Must have one year working in a recreation or fitness activity. The following certifications are desired; American College of Sports Medicine (ACSM), American Counsel on Exercise (ACE), Aerobics and Fitness Association of America (AFAA), National Strength and Conditioning Association (NSCA), and Cooper Institute of Aerobic Research (CIAR). (Please attach copies of certifications to resume or application.)

SPECIAL NOTES: *IF NOT CERTIFIED, THE INDIVIDUAL MUST BE ABLE TO SUCCESSFULLY COMPLETE AND PASS THE SEMPER IN-HOUSE TRAINING PROGRAMS FOR GROUP EXERCISE INSTRUCTORS WITHIN TWO MONTHS OF EMPLOYMENT. *MUST HAVE CPR AND FIRST AID TRAINING CERTIFICATION OR BE ABLE TO OBTAIN ONE WITHIN THREE MONTHS OF EMPLOYMENT *INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT MAY BE CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.

1. **Introduction.** These positions are located in the Semper Fit Division, Various Fitness Centers, Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, North Carolina. The incumbents perform and/or assist in the operation of the Group Exercise Program.

2. **Duties and Responsibilities.** Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively in a courteous and considerate manner. Provides a variety of safe fitness and exercise classes to the military community and authorized customers. Responsibilities for this position include the following: class instructors, assists with monthly in-house workshops, monitors patrons' levels of fitness, applies safe fitness practices at all times and other administrative duties as assigned by supervisor. Follows all standards laid out in the Standard Operating Procedure (SOP) and Marine Corps Order (MCO). Ensures all fitness classes meet the

requirements set forth in the in-house training program, the Semper Fit Fitness Program and the American College of Sports Medicine (ACSM) guidelines.

3. **Knowledge, Skills and Abilities (KSA's).** KSA's are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position. Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below; failure to submit the additional information may result in the applicant not meeting the "Best Qualified" list.

a. Describe work or related experiences that demonstrate your ability to prepare and lead a variety of group exercise class formats.

b. Describe work or related experiences that demonstrate your knowledge of effective instruction strategies and appropriate training techniques as they relate to group exercise.

c. Describe work or related experiences that demonstrate your ability to monitor patrons' levels of fitness.

Special requirement: This is a mixed position where the incumbent must be able to lift and carry objects up to 45 lbs independently and objects over 45 lbs with assistance.

4. **Selection.** These vacancies will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES.

5. **How to apply.** You may apply on line by attaching your resume and KSA's to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org, or on our website, www.mccslejeune.com. You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539, this position is open until filled. The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

Spouses of relocating active duty military members applying through **Spouse Preference Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. **Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.** Involuntarily separated members of the armed forces and eligible family members applying through the **Transition Assistance Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with "TA" stamped in red on front of card.

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Check Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp>.

This activity is a drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, Sailors and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.