

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER 20125	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSCP – Community Center Los Angeles AFB, CA	
		<b>X</b>	EXEMPT		
3. POSITION TITLE SUPERVISORY RECREATION SPECIALIST (COMMUNITY ACTIVITIES)		4. CLASSIFICATION NF-0188-IV		5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20150716

**DUTIES AND RESPONSIBILITIES**  
 Plans, coordinates, implements, manage, supervise and administers all centers programs and activities. Provide a wide range of recreational, leisure, self-directed and services for DoD military, civilian and dependent population. Coordinates schedule with other related agencies to avoid conflicts. Responsible for scheduling, coordinating meeting room(s) reservations. Responsible for providing back up management and supervision of the ITT program at Fort MacArthur and El Segundo. Serves as the project officer and coordinator for base-wide events. Coordination of these events require communications with all ranks and types of people requiring tact and diplomacy. Coordinates and maintains a calendar of Fort MacArthur recreation programs and special events. Has full supervisory responsibility for Community Center personnel assigned to the flight. Responsible for the workload of staff, productivity level, timely completion of work and adjustments to the work load assigned to staff. Prepares realistic appropriated and non-appropriated budgets and quarterly adjustments. Insures the section meets established financial goals. Work closely with Sustainment Flight with catering and snack bar operations. Comply with directives to insure the AF assets and interests are protected. Forecasts requirements for supplies, equipment, transportation, etc. Ensures all required items are available when needed. Keeps procurement records and conducts regular follow-ups. Prepare purchase requests for equipment and orders through supply channels. Manages facilities to assure meticulous housekeeping is provided throughout the hours of operation. Serves as the property custodian getting late-night calls if facilities are left unsecure. Responsible for all property, personally signing for approximately \$200,000.00 worth of non-appropriated and appropriated fund proper ties. Submits work requests for repairs and condition of furniture to assure that interior design and the aesthetics of the facility are maintained. Works closely with ground safety officials, fire department specialists, and security police to assure compliance with their regulations. Inspects facilities to ensure safety hazards are removed and/or corrected, proper exit procedures are provided, and fire safety equipment is available and functioning properly. Trains staff on fire/safety prevention and emergency exit procedures. Must ensure prompt correction of operational deficiencies that constitute an immediate threat to health and safety. Must work an uncommon tour of duty which includes nights, weekends and Holiday. Performs other related duties as assigned.

**QUALIFICATIONS**  
 Knowledge of a very wide range of principles, concepts, methods in planning, implementing, managing a large recreational and leisure programs such as would be gained through extensive experience, skills and/or education in planning and conducting recreation programs, which enables the employee to plan and manage such activities programs. Knowledge of the range of activities and services and of participant interests and needs typical of a diversified recreation program. Knowledge of procedures for developing and executing budgets. Knowledge of the wide range of concepts, principles, and practices relating to and skill in developing new methods, approaches, and procedures for the most effective management of a community center activities programs. Subject to satisfactory completion of a National Agency Check with Inquiries (NACI).

**PERFORMANCE STANDARDS**  
 The position requires initiative creativity and flexibility in developing programs that will reflect the trends of society and the interests of the community and meet Air Force standards. Plans, organizes, and directs efforts to comply with all higher headquarters guidance and achieve organization and customer needs. Regularly establishes methods and effectively review actions to ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed. Takes appropriate and timely action to provide a work environment free from discrimination, harassment, and retaliation. Consistently observes and complies with all health, safety, and security directives. Ordinarily recognizes and arranges for training of subordinates in a timely manner. Interactions with internal and external officials and/or customers must be diplomatic, accurate, professional, and promote effective working relationships.

**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	DATE
<i>Esther Fortice, Chief, Community Services Flight</i>	<i>28 Mar 2017</i>