

NONAPPROPRIATED FUND (NAF) POSITION GUIDE					
1. POSITION NUMBER 20128	FLSA	X	NONEXEMPT EXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSCO – Outdoor Recreation Los Angeles AFB, CA	
3. POSITION TITLE RECREATION SPECIALIST (OUTDOOR RECREATION)		4. CLASSIFICATION NF-0188-III		5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20150717
<p>DUTIES AND RESPONSIBILITIES</p> <p>Plans, directs, and manages details of year round recurring and nonrecurring activities and outdoor programs specifically related to the Outdoor Adventure Program. Including, but not limited to, parachuting, snow skiing, water skiing, wilderness backpacking, hiking, camping, mountain biking/cycling, white water rafting, rock/wall climbing, and high rope courses and other related outdoor activities through local and overnight trips. Also supports other non-specific Special Events not related to Outdoor Recreation, i.e. July 4th and other seasonal/holiday events. Responsible for ensuring the programs and activities are carried out safely. Enforces safety policies and procedures. Conducts surveys and evaluations of programs and patron needs before and after scheduled activities. Ensures maximum use of resources, consistent with the environmental protection requirements, base interests and sound usage of assets. Provides educational instruction on programs and activities, although instructors may be contracted that hold specific training requirements. Has general operations knowledge of rental and customer equipment/gear of all types, i.e. skies, bikes, rock climbing scuba, and camping gear, etc. Performs preventive maintenance on equipment and assists in the repairing and maintaining of all equipment in ODR. Prepares appropriated and non-appropriated fund program operating budget requirements and Marketing programs for submission to the Outdoor Recreation Director. Determines supplies, equipment and other resource requirements to conduct the Outdoor Adventure Program, most cost-effective supplier(s) and submits recommendations for purchase. Maintains internal controls over program supplies and equipment. Provides an ongoing education program designed to promote the rational use and sound protection and conservation of the natural resources and various facilities involved. Assures that fire, safety, security, and sanitation inspections are conducted and routine maintenance of facilities is performed. Takes remedial action as applicable to correct deficiencies. Ensures work requests are submitted to the 61st Civil Engineering Squadron and monitors status and completion. Assists in planning and design of construction projects that include facility renovations and new construction. Works uncommon tour of duty which includes nights, weekends and Holidays. Required to drive a government vehicle(s). Performs other related duties as assigned.</p>					
<p>QUALIFICATIONS</p> <p>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.</p>					
<p>PERFORMANCE STANDARDS</p> <p>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.</p>					
<p>TRAINING</p> <p>All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.</p>					
<p>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.</p>					
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR					DATE
 Supervisory Recreation Specialist (cc)					26 March 17