

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20146	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSWO-Outdoor Recreation Los Angeles AFB, CA	
			EXEMPT		
3. POSITION TITLE RECREATION ASSISTANT (PROGRAMMING)			4. CLASSIFICATION NF-0189-II	5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20180419

DUTIES AND RESPONSIBILITIES

Assist in the operation and maintenance of indoor and/or outdoor recreational facilities. Inspects outdoor recreation, sports facilities and outdoor equipment for security and general condition. Sets up recreation areas for scheduled activities/events; takes reservations and payment for trips and tours. Assist the Recreation Specialist in performing and instructing Outdoor Adventure Program tours and instructional classes. This may include but are not limited to: ATV and snowmobile operation, white water-rafting, fishing, camping, kayaking, hiking, biking, and canoeing. Operates general and special purpose vehicles to include pick-up trucks, passenger vans, ATVs, snowmobiles, and boats. Issues a wide variety of recreational equipment to eligible customers. Inspects all equipment before and after use. Tests equipment for safe operation, demonstrates safety and conservation techniques for equipment being rented, and maintains equipment. Basic cashier duties using POS RecTrac and credit card machine. Processes refunds and deposits. Collects cash receipts, cash register tapes, checks, credit card receipts, coupons, and other supporting documentation and ensures their proper processing. Prepares cash reports and notifies supervisor of any suspected irregularities. Must correctly input revenues in cash register, issue proper receipts and correctly record daily transactions on forms 1875 and 1876. Must monitor front desk area to safeguard funds and inventory. May assist customers with Recreation Vehicle (RV) Lot parking facilities. Will be required to work an uncommon tour of duty including evenings, weekends, and holidays; work often requires working outdoors in inclement weather. Will be required to travel away from LAAFB. Required to drive a government vehicle.

QUALIFICATIONS

Knowledge of the basic principles, procedures, and practices of a recreation program. Knowledge may be 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 needs of the community to be served. Knowledge of cash handling techniques and procedures required. Knowledge of safety and security regulations, practices, and procedures as relating to various recreation activities. Must have experience in dealing with the public. 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. Computer word processing and spreadsheet program experience is highly desired. Must satisfactorily complete a pre-employment physical. Must be able to actively bend, stoop, reach and work in awkward positions. Must be able to satisfactorily complete a Tier 1 (National Agency Check with Inquires) background investigation. Must possess a valid state driver's license. This is a drug testing designated position. The incumbent is subject to random testing for drug use.


PERFORMANCE STANDARDS

Must be able to appropriately and safely perform the duties and responsibilities listed above. Must be courteous to customers and exercise tact and diplomacy in dealing with customers, supervisor and coworkers. Must follow and practice safety procedures while demonstrating the use of and preparing equipment rental. Must be able to perform safety inspections on all rental equipment and facility issue purposes. Ensures rental equipment and facilities are maintained in a safe and presentable manner at all times. Keeps supervisor informed about all areas including programs and front counter operation. No more than two discrepancies in financial reporting responsibilities and equipment procedures quarterly. Must exercise diplomacy and be courteous when dealing with the public and vendors.

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  Director Outdoor Recreation	DATE APR 27, 2018
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