



**75th Force Support Squadron
Hill AFB, Utah**

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Assistant (Framer) / NF-0189-02

Location: Arts and Crafts Center

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Mounts, mats, and frames artwork. Instructs patrons in the use of shop equipment and safety regulations. Writes custom framing orders and service charge records for payments. Conducts usual inventory of frame shop supplies and initiates purchase orders as needed. Assists in wood craft shop as needed. Performs other related duties as assigned.

QUALIFICATIONS:

Practical knowledge of framing material and tools. Previous experience in custom framing environment is required. Must be able to communicate effectively both orally and in writing. Successful completion of a security background check is required.



**75th Force Support Squadron
Hill AFB, Utah**

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Assistant (Skills Development) / NF-0189-02

Location: Arts and Crafts Center

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Assists assigned personnel in all areas of the Skills Development Program. Operates a variety of equipment in assigned area, to include computerized engravers, copiers, lettering machines, heat presses, air brushes, pouring tables, kilns, mat cutters, choppers and hand power tools. Responsible for operating the cash register, collects money, makes change and issues receipts. At the end of each shift, closes out the cash register, completes required paperwork and submits entire package to supervisor. Assists customers in placing special orders. Maintains security of all merchandise, equipment and funds assigned. Provides customer service, answers telephone and assists shop users with craft skill development and work procedures. With guidance from the supervisor, provides demonstrations and guidance on crafts. Maintains clean, neat and safe work area. Performs other related duties and assists facility supervisor as requested.

QUALIFICATIONS:

Must have experience with ceramic molding and painting, painting with other media, fabric crafts, calligraphy and or lettering machines, engraving, glass crafts and mat cutting required. Must be able to read, write, spell and figure basic math and measurements. Must have a clear speaking voice and be able to deal with the public. May work uncommon work schedule, including weekends. Requires continuous standing, walking and stooping. Subject to metal and wood splinters, adhesives, paint fumes, cuts, burns and bruises. Must be physically able to lift and carry items up to and including 50 pounds. Must be able to satisfactorily complete a pre-employment physical. Successful completion of a security background check is required.



**75th Force Support Squadron
Hill AFB, Utah**

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Assistant / NF-0189-02

Location: Bowling Center

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Responsible for manning the customer service desk within the bowling center. Assigns lanes to be used, operates control console, rents shoes and sells items in the pro shop. Conducts inventories of pro shop items may be required to inventory snack bar resale items, facility equipment and other supply items. Demonstrates and instructs participants on the proper use of equipment and provides guidance and instruction on bowling techniques. Informs supervisor of equipment malfunctions as well as other items needing maintenance or repair. May supervise, lead, oversee and/or coordinate the daily activities of other employees engaged in the performance of their duties. Assists in advertising and recruiting participants for leagues, tournaments, special events and open play activities. May be required to schedule and administer these activities in the capacity of league secretary or tournament director. Insures activities are properly scheduled, facilities are set up and rules and regulations are observed. Opens and closes the bowling facility as required. Performs other related duties as assigned.

QUALIFICATIONS:

Must have experience which provides a basic knowledge and understanding of bowling center operations including the rules related to bowling and organization of leagues and tournaments. Must have a working knowledge of bowling machinery and equipment and bowling lane care. Must have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes direct handling of cash items, and use of cash accountability control methods. Must have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Prior experience in basic supply techniques is desirable. Successful completion of a security background check is required. Successful completion of a security background check is required.



75th Force Support Squadron Hill AFB, Utah

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Assistant / NF-0189-02

Location: Fitness Center

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Assists in planning and implementation of assigned portions of the fitness, sports programs, and special event functions, including field and court preparation, i.e., setting up for games, tournaments and other sport activities and events. Performs administrative duties including cashier reports, daily cash deposits, inputting and tracking sales, marketing and publicity materials for all fitness and sports programs. Arranges for base publicity, i.e., base news paper coverage and base photography support. Files, types correspondence and monthly reports. Operates customer service counter. Issues and receives athletic equipment, collects and records fees and charges for special events, classes, and entry fees. Takes court reservations, answers phone calls, directs customers, checks ID cards, and cleans and organizes lobby and fitness areas. Participates in all required in-service training and maintains current capability and certification to perform fitness evaluations. To administer basic first aid, CPR and AED. Keeps abreast of current fitness and sports programs. Performs other related duties as assigned.

QUALIFICATIONS:

Must have experience which provides a basic knowledge and understanding of a fitness center including standardized fitness and sports rules, procedures and Air Force operations. Must have ability to answer inquiries to patron's details of special events, scheduling practice fields, courts, and issue sports equipment and demonstrate basic equipment techniques to patrons. Must have the ability to read, write and speak English. Must have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes; (1) direct handling of cash items, and (2) use of cash accountability control methods. Must have the ability to communicate both orally and in writing. Must possess skill in dealing with the public. Must be able to occasionally lift and/or carry objects weighing up to 50 pounds. Must be able to frequently stand, bend and walk. Successful completion of a security background check is required.



75th Force Support Squadron Hill AFB, Utah

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Assistant / NF-0189-02

Location: Information Tickets & Tours (ITT)

Category: Flexible

DUTIES AND RESPONSIBILITIES:

The purpose of this position is to assist in evaluating the effectiveness of Information Ticket and Tours (ITT) programs and recreation activities and recommends changes to increase patron participation. Assists in arranging transportation, supplies and equipment in support of tours. Greets guests, answers telephones, answers patrons questions and gives personal Ticket and Tour counseling. Performs limited planning of a variety of tour activities. Schedules availability of tours and books tours through applicable established Blanket Purchase Agreements (BPA's). Assists in coordinating tours, monthly calendar of events and reservations to base personnel or party plans. Responsible for opening, closing and securing the building at night prior to start and end of work duty tour. Writes publicity for activity to include monthly calendar. Collects fees for tours and tickets. Completes cashiers report and makes deposits. Types a variety of letters, reports, tabular and statistical materials, messages and similar correspondence from rough draft, including specialized or nontechnical subjects peculiar to the activities and programs of the Information Ticket and Tours operation. Examples may include but are not limited to: purchase orders, work orders, check requests, inventories, requisitions, staff summaries, entertainment contracts, personnel action requests and publicity. Responsible for maintaining all records including paper files as well as electronic files. Other duties required may include overnight lodging arrangements in conjunction with overnight tours. Assists customers, booked on tours, to be aware of surroundings. Knowledge on local and surrounding areas in-so-far as local attractions and directional guidance. Performs other related duties as assigned. Position is a position of trust.

QUALIFICATIONS:

Must have experience which provides a working familiarity with the routines and procedures followed in group activities or programs; and a practical knowledge and/or experience of recreation activities, equipment, rules and procedures which involves recreational work in the area of specialty in which the position is assigned. Must have the ability to communicate both orally and in writing. Must possess skill in dealing with the public. Experience in clerical work which demonstrates the ability to type, file, customer service, handling cash and credit card transactions is desirable. Successful completion of a security background check is required.



75th Force Support Squadron Hill AFB, Utah

NAF Open-Continuous Listing

POSITION:

Position / Grade: Recreation Assistant / NF-0189-02

Location: Outdoor Recreation

Category: Flexible

DUTIES AND RESPONSIBILITIES:

Issues and receives recreational equipment checking for proper condition, giving instructions for care and use, and accept fees. Checks ID cards for patron eligibility. Prepares hand receipts on all items checked out. Furnishes information to customers concerning equipment availability and other phases of the recreation program. Accepts reservations for use of equipment. Checks hand receipts and calls patrons regarding late equipment on daily basis. Performs follow-up action on delinquent account to the patron's first sergeant, commander or supervisor. Assesses late fees and charges as applicable IAW regulations. Collects and accounts for money received, controls change funds, prepares daily account forms. Assists patrons in proper selection of equipment making minor adjustments such as adjusting ski bindings and fitting ski boots. Instructs patrons on proper procedures required to connect lights on camp and boat trailers, operate heating stoves, interior lights, etc., ensuring items are working properly and checking them upon return for cleanliness, repair or damage. Performs minor maintenance on recreation equipment (boats, trailers, tents, sleeping bags, stoves, lanterns, heaters, golf clubs, ski boots, etc.); may include cleaning or placing identifying marks on equipment. Logs sales and accounts for all money received. Performs other related duties as assigned.

QUALIFICATIONS:

Applicant must have experience which provided a working familiarity with the routines and procedures followed in group activities or programs; and practical knowledge and/or experience of recreational activities and equipment, rules and procedures in a recreation program activity recreation work in the area of specialty in which the position is assigned. Successful completion of a security background check is required.