



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

**NAF Open-Continuous Listing**

**POSITION:**

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

**Location: Bowling Center**

**Salary: \$8.91 – \$17.41 DOE**

**Area of Consideration: Open To All**

**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 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.



**75th Force Support Squadron  
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**NAF Open-Continuous Listing**

**POSITION:**

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

**Location: Golf Course**

**Salary: \$8.91 – \$17.41 DOE**

**Area of Consideration: Open To All**

**DUTIES AND RESPONSIBILITIES:**

Performs and/or assists in the operation and maintenance of the golf course pro shop, driving range, course starter, course marshal, cart rental, club storage and caddy activities. Provides patron guidance for selection of golf equipment and merchandise. Recommends appropriate level of golf instruction to interested patrons. Encourages patron interest in scheduled golf events and tournaments. Schedules tee times, golf clinics, lessons and tournaments. Assists patrons with golf club rental, assigns golf carts, sells pro-shop merchandise, processes patron special orders, and informally demonstrates equipment usage. Explains course safety rules and regulations to patrons. Receives and logs merchandise and creates merchandise displays. Ensures all sales, fees and charges are rung up on the cash register. Responsible for maintaining the pro shop in a neat, clean and orderly condition. Ensures only authorized patrons use golf course and facilities. Performs other related duties as assigned.

**QUALIFICATIONS:**

Must have experience which provides a basic knowledge and understanding of golf course operations including the rules of golf, equipment sale and repair, tournament organization and handicapping. Must have ability to read, write and speak English. Must have experience in the receipt, disbursement, examination, deposit or other processing cash items when this includes: (1) direct handling of cash items and (2) 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.



**75th Force Support Squadron  
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**NAF Open-Continuous Listing**

**POSITION:**

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

**Location: Outdoor Recreation**

**Salary: \$8.91 – \$17.41 DOE**

**Area of Consideration: Open To All**

**DUTIES AND RESPONSIBILITIES:**

Issues and receives recreational equipment checking for proper condition, giving instructions for care and use, and accepts 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, operates 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.



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

### **NAF Open-Continuous Listing**

#### **POSITION:**

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

**Location: Arts and Crafts Center**

**Salary: \$8.91 – \$17.41 DOE**

**Area of Consideration: Open To All**

#### **DUTIES AND RESPONSIBILITIES:**

Assists assigned personnel in all areas of the Arts and Crafts Center. Operates a variety of equipment in assigned area, to include computerized laser engravers, embroidery programs, copiers, heat presses, mat cutters, choppers and hand power tools. Responsible for operating a 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 as assigned and assists facility supervisor as requested.

#### **QUALIFICATIONS:**

Must have experience in the operation of computers, painting with other media, fabric crafts, engraving, glass crafts and mat cutting are required. Sewing machine skills are desirable. 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 schedules, 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 40 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: Fitness Center**

**Salary: \$8.91 – \$17.41 DOE**

**Area of Consideration: Open To All**

#### **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.

