

MORALE, WELFARE & RECREATION DEPARTMENT  
**JOB OPPORTUNITY**  
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX  
SF-171, OF 612 or RESUME TO:  
MORALE, WELFARE & RECREATION DEPARTMENT  
NAVAL SUPPORT ACTIVITY WASHINGTON  
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX  
2770 ENTERPRISE WAY, S.W., SUITE 106  
WASHINGTON, D.C. 20373-5823  
TEL. # (202) 433-0804  
FAX # (202) 433-5045

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**POSITION:** SUPERVISORY RECREATION SPECIALIST ANNOUNCEMENT #: 04-034  
LIBERTY SINGLE SAILOR PROGRAM  
NF 0188 - 03  
REGULAR FULL-TIME

**SALARY:** \$35-\$40,000 per year

**OPENING DATE:** 16 September 2004  
**CLOSING DATE:** UNTIL FILLED

**LOCATION:** LIBERTY SINGLE SAILOR PROGRAM, RECREATION DEPARTMENT, NAVAL  
SUPPORT ACTIVITY WASHINGTON, WASHINGTON, D.C.

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**AREA OF CONSIDERATION:** *All qualified applicants within commuting distance of  
Naval Support Activity Washington, Washington, D.C.*

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for developing, planning, organizing, implementing, evaluating the general operation of an area wide leisure program for young adults. The incumbent briefs command representatives, conducts brainstorming sessions and establishes a point of contact for each barracks. Incumbent prepares and justifies annual operating budget. Supervises and is directly responsible for all employees involved with the program. Arranges for all supplies, facilities, and equipment necessary to support program. Insures proper internal controls are established to protect income, minor property, fixed assets, resale merchandise, supplies, etc.

**QUALIFICATIONS:**

A degree in Recreation or related field from an accredited university is desired. Applicant must have general work experience and specialized work experience in the field. Must be able to work with minimal supervision and to make independent decisions based on facts. Must have the appropriate experience and training which clearly shows that he/she possesses the necessary skills, knowledge and ability to perform the duties of the position. Must have the ability to communicate with the community, advisory groups, and other community agencies.

*“The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.”*