

**DEPARTMENT OF THE ARMY
US ARMY GARRISON, ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND**

NONAPPROPRIATED FUND POSITION ANNOUNCEMENT

NAF VACANCY ANNOUNCEMENT #24-03

OPEN: 22 DECEMBER 2003

CLOSE: OPEN UNTIL FILLED

POSITION TITLE, SERIES, GRADE & PAY: RECREATION AID (LIFEGUARD), NF-0189-01, Salary Range: \$9.44 to \$10.30 per Hourly Rate

LOCATION: Morale Welfare Recreation Fund, Community Recreation Division, Aberdeen Proving Ground, Maryland

TYPE OF APPOINTMENT: Flexible. No benefits offered. Pool Season starts 01 Jun 04 and ends 7 Sep 04.

AREA OF CONSIDERATION: Open To All Interested Candidates.

DESCRIPTION OF DUTIES: Under direction of the pool supervisor, employ safety rules for the protection of the guest. Responsible for lifeguarding guest in attendance at the assigned aquatics facility. Rescues swimmers and administers first aid as required. Responsible for assisting in the conduct of aquatic swimming and water survival training according to TC 21-21. Attend aquatics and/or safety training as directed. Assists in maintaining pool, and area clean and free from any hazards. Provides information to swimmers regarding safety rules and procedures. Tactfully warns patrons who repeatedly disregard safety rules, and follow facility Standard Operating Procedures for disciplinary actions. Assists in coaching or preparing the competitive and non-competitive swimming programs as required. Maintains daily logs and records as required.

QUALIFICATION REQUIREMENTS:

Must provide copies of Red Cross certification or nationally recognized equivalent (cards or instructor's letter for recertification) showing the requirements listed below are met and provide proof of them at time of application:

- a) Current American Red Cross "Lifeguard" certification or nationally recognized equivalent i.e. Ellis & Associates Lifeguard Certification **plus**
- b) Current American Red Cross "Standard First Aid" certification and or nationally recognized equivalent i.e. Ellis & Associates First Aid Certification **and**
- c) Current American Red Cross "Cardio-Pulmonary Resuscitation for the Professional Rescuer" (CPR-Pro) certification or nationally recognized equivalent i.e. Ellis & Associates (CPR) Certification.

NAF VACANCY ANNOUNCEMENT #24-03 (CONTINUED)

In addition, for facilities that use Automated External Defibrillator “AED’s” and Oxygen Administration “O2 bottles” the following is required:

- a) Current American Red Cross “Automated External Defibrillator” (AED) certification or nationally recognized equivalent i.e. Ellis & Associates AED certification **and**
- b) Current American Red Cross “Oxygen Administration” certification or nationally recognized equivalent i.e. Ellis & Associates Oxygen Administration certification.

Additionally, applicants are advised that in accordance with OSHE Regulation 29 CFR 19110.1030, Occupational Exposure to Blood Born Pathogens, Recreation Aids (Lifeguards)/Lifeguards (Pool Operators) must provide proof of Hepatitis B vaccination. If individuals choose not to have this vaccination, they must sign a release form stating their decision to do so.

Health assessment is required.

CONDITIONS OF EMPLOYMENT:

1. *Continuous exposure to sun and prolonged periods of high temperature and humidity.*
 2. *In case of exposure to infectious disease, incumbent is required to obtain the Hepatitis B vaccination series within a 24-hour period.*
 3. *Incumbent is required to follow environmental safeguards and wear personal protective equipment.*
 4. *May be assigned to irregular duties or when needed for special recreational events and related requirements. Employees are expected to be available for work for the duration of the pool season* (01 Jun 04 to 07 Sep 04).*
- *NOTE: Appointments will reflect not to exceed (NTE) 30 September in the event pools can remain open.*
5. *Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.*
 6. *Appointment is subject to satisfactory completion of Pre-employment checks.*
 7. *You must present your Social Security Card when processed-in at the time of appointment.*
 8. *You must complete DA Form 3433-1 (Supplemental Application Form) when selected.*
- Failure to satisfactorily meet these requirements may result in separation.*

HOW TO APPLY:

1. Submit completed DA Form 3433 (NAF Application) or resume. You must **indicate the vacancy announcement number** in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration may result in your not being considered.
2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).

NAF VACANCY ANNOUNCEMENT #24-03 (CONTINUED)

3. All applicants must complete a DA Form 3433-1 (Supplemental Application Form) as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.
4. If **PRIOR MILITARY**, to receive Veteran's Preference a copy of your DD214 must be attached which shows nature of discharge (copy number 4).
5. To receive **SPOUSE EMPLOYMENT PREFERENCE**, you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference (AMSSB-GCP Form 192). Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.
6. You must clearly reflect on your application/resume **how you meet the qualification requirements**. Failure to provide the required length of experience or skills will result in your being rated ineligible and you will **not** be referred for job consideration. It is recommended your review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.
7. Your application/resume will be considered for this specific vacancy announcement only.

WHERE TO APPLY: Applications may be submitted to the Nonappropriated Funds Civilian Personnel Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via e-mail to: NAF@usag.apg.army.mil. Telephone: 410-278-5126. Fax 410-278-0684. Note: If you fax or e-mail your application, please keep your original since it will be required for our records if you are appointed.

EQUAL OPPORTUNITY: Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization. Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the servicing NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

STATEMENT OF WHISTLEBLOWER PROTECTION: Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

PLEASE POST ON EMPLOYEE BULLETIN BOARD