



JOB TITLE	Supervisory Recreation Specialist (Guest Activities Manager)
AGENCY	Commander, Navy Installations Command
BRANCH	Commander Navy Region Japan / The New Sanno Hotel
JOB ANNOUNCEMENT NUMBER	FFR17-0665
SALARY RANGE	\$45,000.00 - \$65,000.00 Yearly , Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 15, 2017
CLOSING DATE	Friday, October 13, 2017
SERIES & GRADE	NF-0188-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Tokyo, Japan
WHO MAY APPLY	US Citizens within the local commuting area to include Seeking SOFA Applicants

JOB SUMMARY

This position is assigned to the U.S. Naval Joint Services Activity; The New Sanno; Tokyo, Japan; Commander, Navy Region Japan (CNRJ). The New Sanno provides hotel accommodations, food and beverage, entertainment and related recreational services to U.S. Forces Japan (USFJ) personnel and family members stationed in Japan, the Department of Defense (DoD) civilian component associated with USFJ, U.S. Embassy Tokyo employees and families, United Nations Command Rear, and other government employees traveling on orders to or through Japan. The New Sanno provides world class, four-star quality services to all authorized guests. With its unique location in Tokyo, The New Sanno often serves as an official meeting place for many functions with high ranking dignitaries often in attendance. The New Sanno is a frequent destination for service members of all services stationed in Japan and around the globe. The facility consists of 149 guest rooms and suites, four a la carte restaurants, a cocktail lounge, recreational gaming room, five retail merchandise and service shops, a ballroom capable of hosting one large function or up to three smaller functions and two smaller board style meeting rooms, a Fitness Center, a pool in addition to offering Tours & Travel opportunities. Annual room occupancy average is consistently above 95 percent with over 110,000 overnight guests.

DUTIES AND RESPONSIBILITIES

Manages and administers a comprehensive and diverse year round guest activities/leisure services program and various recreation facilities that can include but are not limited to Fitness, Pool, Spa, Movies, Leisure Programs & Classes, Tours and Travel, and Rentals. Plans, promotes and implements a variety of New Sanno programs and activities utilizing numerous resources within the hotel. Coordinates meetings of principles, gathering necessary input prior to recreational activities and, under the guidance of the Assistant General Manager facilitates these meetings. Provides oversight of warehousing of non-appropriated fund (NAF) recreational supplies and equipment, including NAF retail inventory. Assists in organizing guest programs such as festivals, entertainment, appearances, special events, employee recognition programs, which are just a few of the many programs offered throughout the year. Performs the development, management, maintenance, planning, business plan execution, and administration of a diverse Recreation program. Assists with writing standard operating procedures. Ensures programs are in compliance with local and Regional program policies, regulations, and procedures, including higher level Navy and Department of Defense (DoD) instructions, regulations and program standards; uses judgment in adapting guidelines for specific situations, methods and processes that may deviate from guidelines. Develops working partnerships with local businesses, community organizations, base and commercial organizations to support and benefit New Sanno programs. Develops contracts and creates professional proposals, execution of agreements and follow-ups. Researches and provides information and referral on a variety of recreational opportunities for individuals/families on and off premises. Assumes responsibility for planning, coordinating, publicizing, marketing and execution of programs and special events within the Recreation program by utilizing all available resources. Promotes events and programs by speaking to large groups and using administrative resources to create and post advertising materials, providing input for quarterly calendars, weekly base paper, etc. Provides administrative duties and support through after-action reports, data collection and database administration. All administrative duties are completed through a variety of sources including computer software which tracks patrons' usage and responses (includes providing information for metrics and patron counts). Evaluates and

reviews ongoing programs and recommends changes or enhancements that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity. Performs regular analysis of projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population. Uses metrics and financial data to make recommendations for modifications to programs. Ensures all facilities and activities associated with the Recreation program meet established fire, safety, security, sanitation and other DoD guidelines. Assists in the planning and designing of construction projects that may include facility renovations and enhancements. Supervises staff of approximately eight to ten. Directs work to be accomplished by staff. Leads and instructs subordinate staff in administering traditional and non- traditional workshops, clinics and events in a variety of areas. Assigns work based on priorities, difficulty and requirements of assignments, and staff capabilities. Conducts annual performance reviews of staff. Participates in section staffing decisions. Ensures staff receives proper training to fulfill requirements of their positions. Addresses potential disciplinary and/or performance issues timely and takes appropriate, corrective action(s) as necessary. Supports CNIC's Equal Employment Opportunity (EEO) policy; fosters a work environment free of discrimination, harassment, and/or reprisal; and ensures equitable treatment of all staff.

QUALIFICATIONS REQUIRED

You must meet the United States Office of Personnel Management's (OPM) qualification requirements (including specialized experience and/or educational requirements) for the advertised position. You must meet all eligibility and qualifications requirements by the closing date of the job announcement.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-specialist-series-0188/>

Candidates for this position must have at least 52 weeks of specialized experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the entire scope of activities and their suitability in the Recreation Program for individuals and groups, of varying demographics, ages and interests.

Knowledge of the goals, principles, techniques and methods of procedures used in organizing, planning and conducting all types of activities.

Ability to create, negotiate, implement and sustain partnerships via various New Sanno agreements.

Ability to perform activity based programming.

Ability to maintain a clear and accurate database.

Ability to develop and effectively deliver presentations and/or training.

Knowledge of recreational and entertainment events.

Knowledge of CNIC's EEO policy and procedures.

Ability to perform the full range of supervisory duties.

Ability to communicate effectively, both orally and in writing.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must wear protective clothing and equipment as situations warrant.

Must be able to work varied work schedules to include split days off, evenings, weekends, and holidays.

Must be able to obtain and maintain a valid driver's license.

Must be able to obtain and maintain a Cardiopulmonary Resuscitation and First Aid certification.

TRAVEL

Occasional travel of less than 10% may be required.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age,

mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwryokosuka.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.