



JOB OPPORTUNITY BULLETIN

Travis Air Force Base, California

POSITION: Recreation Assistant (Lifeguard), GS-189-04
(Summer)

ANNOUNCEMENT NO: 10-03 STEP

(This is an STEP Announcement)

TENURE OF EMPLOYMENT: Temporary

OPENING DATE: 22 Jan 2010

WORK SCHEDULE: Full-Time

SALARY: \$ 33,136 Per Annum (\$15.88 PH)

CLOSING DATE: 9 Jul 2010

DUTY LOCATION: Travis AFB CA

THESE ARE TEMPORARY STUDENT EMPLOYMENT POSITIONS ONLY.

WHO MAY BE CONSIDERED:

You are eligible to apply for positions covered in this announcement, if you meet the following criteria:

Student Temporary Employment Program (STEP) An individual enrolled or accepted for enrollment as a **degree seeking student and is taking at least a half-time academic, vocational, or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.**

THIS IS A STANDING REGISTER AND WILL BE USED TO FILL ANTICIPATED FULL-TIME VACANCIES. YOUR RESUME WILL REMAIN ON FILE 90 DAYS AFTER THE CLOSING DATE OF THIS ANNOUNCEMENT. ACTUAL LENGTH OF EMPLOYMENT IS CONTINGENT UPON BUDGET AND WORKLOAD. CANDIDATES WILL BE REFERRED ON AN AS NEEDED BASIS UNTIL ALL POSITIONS ARE FILLED. AN EXTENSION OF THIS APPOINTMENT IS POSSIBLE WITHOUT FURTHER ANNOUNCEMENT. THE ANNOUNCEMENT MAY CLOSE PRIOR TO DESIGNATED CLOSING DATE IF ALL VACANCIES ARE FILLED.

WHO MAY APPLY:

1. Must be a U. S. citizen.
2. Be at least 16 years of age at the time of employment.
3. Travel and relocation expenses will not be paid.

MAJOR DUTIES: To develop and administer a swimming program; to serve as a swimming instructor and lifeguard; and to perform other related swimming program duties. Plans, organizes and implements a well-rounded swimming program. Oversees day-to-day operation of swimming facility. Rescues and resuscitates individuals in danger of drowning and renders first aid to injuries. Oversees general housekeeping of swimming facility. Performs gate control and administrative duties. Participates in required in-service training and maintains currency, capability, and certification to perform lifesaving and water rescue, to administer basic first aid and CPR, and to provide water safety instruction for the activities and skill levels taught.

QUALIFICATION REQUIREMENTS:

Candidates must have six months of general experience and six months of specialized experience
OR

EDUCATION: Completion of two years of study above high school in an accredited school, college, or university. (One year of full-time undergraduate study is defined as 30 semester hours). **OR** To be creditable, specialized experience must have been equivalent to at least the GS-03 level in the Federal service.

COMBINING EDUCATION AND EXPERIENCE:

Education and experience can be combined to meet the minimum qualification requirements, as allowed in the applicable qualification standard, for the position being filled.

CERTIFICATION REQUIREMENT: Must possess a current and valid nationally recognized CPR certificate which includes adult, child and infant procedures. Must possess a current and nationally recognized Red Cross Lifeguard certificate, and Water Safety Instructor certificate. Must possess a current and valid nationally recognized basic first aid certification. **COPY OF CERTIFICATIONS MUST BE SUBMITTED WITH APPLICATION TO RECEIVE CONSIDERATION.**

STATE CRIMINAL HISTORY REPOSITORY CHECK (SCHRC)

If age 18 or older a SCHRC must be completed for clearance to work with children. (This will be accomplished through the Civilian Personnel Office if selected for the position.)

PART-TIME, UNPAID, OR VOLUNTEER EXPERIENCE: Credit will be given for appropriate unpaid work on the same basis as for paid experience. Part-time experience will be credited on the basis of time actually spent in appropriate activities. To receive credit for such experience you must indicate clearly the nature of the duties and responsibilities in each position held and the number of hours per week spent in such employment.

BASIS OF RATING: Applicants will be rated on an evaluation of the quality and extent of experience, education, and training as described in their resume related to the KSAs listed in this announcement.

KNOWLEDGES, SKILLS, AND ABILITIES (KSA's):

1. Knowledge of and proficiency in a variety of lifesaving, first aid, and CPR, and associated techniques and procedures as would be acquired through previous experience.
2. Knowledge of swimming and water safety instruction techniques and methods as would be acquired through previous experience.
3. Knowledge of a variety of swimming facility rules, work procedures, equipment, and materials.
4. Ability to plan and organize a swimming program.
5. Ability to communicate effectively orally and in writing.

6. Demonstrated current physical ability to swim to and rescue swimmers of all age groups up to and including adult and to administer CPR to adults, children and infants.

PAY: The General Schedule (GS) basic pay schedule is based on geographic locality and what private industry is paying for similar work levels in similar pay areas. **Direct Deposit – All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.**

BENEFITS: The Federal government offers a number of exceptional benefits to its employees. The following link provides an overview of the Civilian Benefits and Entitlements currently offered to civilian Federal employees.

<https://ask.afpc.randolph.af.mil/best/default.asp?prods3=272&prods2=264&prods1-44>

FORMS NEEDED TO APPLY:

1. Resume: **Go to <http://usajobs.gov> and create your resume in the required format.** When you have completed creating your resume, print the resume, and indicate the position and announcement number on the top left side of your resume.
2. College Transcripts: If education is being used as a basis for qualification, applicant must submit a copy of transcripts.
3. Verification of Enrollment: Official class schedule or official letter from school or transcript
4. SF 50: If previously employed with the Federal Government, submit separation action SF 50.
5. CURRENT RED CROSS LIFESAVING CERTIFICATE.
6. CURRENT NATIONALLY RECOGNIZED CERTIFICATES FOR CPR (which includes adult, child & infant procedures).
7. WATER SAFETY INSTRUCTOR (WSI) Certificate.
8. LEGIBLE COPIES OF CERTIFICATIONS (front and back) of lifesaving and CPR certification.

OTHER SIGNIFICANT INFORMATION:

Work is outside, involving moderate discomfort from summer sun and risk of sunburn. Position requires regular and recurring physical exertion such as walking and standing on the pool deck. Engages in diving, swimming, lifting and carrying of 45 pounds or over when rescuing swimmers. Position also requires bending, pushing, pulling, kneeling, and reaching. Position is also subject to uncommon tour of duty to include evenings, weekends, and holidays.

SELECTIVE SERVICE – IF YOU ARE A MALE APPLICANT BORN AFTER DECEMBER 31, 1959, YOU MUST CERTIFY THAT YOU HAVE REGISTERED WITH THE SELECTIVE SERVICE SYSTEM, OR ARE EXEMPT FROM HAVING TO DO SO UNDER THE SELECTIVE SERVICE LAW.

Applicants under the age of 18 will be required to provide a Work Permit before being employed. While school is in session see the School Registrar, otherwise see the Superintendent of Schools. **REQUIRED ONLY IF SELECTED FOR A POSITION.**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Your application will not receive proper consideration unless you provide all required information.

Applicants for Federal employment must submit, prior to appointment, proof of U.S. citizenship. Proof may be submitted in the form of a U.S. passport, a certified birth certificate (with raised, stamped or affixed seal) or record of naturalization.

Resumes submitted will become the property of 60 FSS/FSMC and will not be returned. Applicants are encouraged to retain a copy for their personal file.

Social Security Number – Your Social Security Number is requested under the authority of Executive Order 9396 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act – Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature – Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements – If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

APPLICATIONS POSTMARKED AFTER THE CLOSING DATE, NOT COMPLETED IN ENTIRETY, OR WITHOUT PRESCRIBED DOCUMENTATION WILL BE RETURNED TO THE APPLICANT.

Incumbent may be subject to random drug testing.

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER. Selection will be made without regard to non-merit factors such as race, color, religion, sex nation origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

SEND RESUME and SUPPORTING DOCUMENTS to:

**CIVILIAN PERSONNEL OFFICE
60 FSS/FSMC
540 AIRLIFT DRIVE, BLDG 381, WING 2-D
TRAVIS AFB CA 94535-2475**

OR

FAX TO: (707) 424-3911

Business Hours: 7:30 a.m. to 4:00 p.m. (Monday through Friday)

For Further Information: Phone (707) 424-3067