



**CURRENT OPENINGS
OPEN UNTIL FILLED**

**ASSISTANT FITNESS CENTER DIRECTOR
NF-0030-III
REGULAR
(CURRENT NAF EMPLOYEES HAVE PRIORITY)**

DUTIES:

Serves as an Assistant, Fitness Facility Manager directing and supervising diverse functions required to operate a fitness facility. Works under the direction of the Facility Manager.

1. Assists the Fitness Facility Manager in the overall management and operation of a fitness facility. Leads and or supervises the operation during second shift of program operations and in the absence of the Fitness Manager. Assists with the scheduling and outreach of organizational units at the facility. Submits recommendations for budgetary and manpower requirements. Maximizes facility usage for both organized functions and individual development. Assists in the development and reviews specifications for instructors and other contracts. Oversees facility cleanliness contracts and standard operating procedures. Conducts classes and walks all facility rooms to provide guidance as appropriate.
2. Assists in the assessment of facility requirements and helps develop plans and specifications for projects to augment or replace fitness and sports facilities. Assist in the publicizing sports facilities, programs and events by drafting articles for local newspapers and as instructed by supervisor coordinates with marketing for posters, flyers and other promotional material. Assists with the reviews of directives from higher levels of authority and prepares implementing SOPs. Assists in providing fitness facility tours for VIPs. Assists in the preparation of AF and DoD Standards.
3. Oversees the inventory of property; fitness equipment condition; tracks maintenance and repair or replacement as appropriate. Assists with recommendations for the purchase/construction of equipment and facilities. Instructs customers and monitors proper usage of equipment, as needed.
4. Performs other related duties as assigned.

QUALIFICATIONS:

Possesses directly related work experience that includes the demonstrated ability to carry-out a sports program that included a variety of individual and team sports and guiding participants in developing the skills needed for participation in sports activities and teaching the techniques of various sports. The related work experience must have been equivalent in difficulty and complexity to the next lower grade level. Subject to satisfactory completion of all pre-employment checks, to include a National Agency Check (NAC).

Highly Desirable: Candidates who possess a combination of education (an undergraduate in related fields such as physical education or kinesiology) and work experience as identified above.

Interested applicants are required to complete and submit OF 612 AND OF 306 to the NAF Human Resources Office, 374 Maynard Street Ste 108 (Bldg 306, rm 108), Pope AFB by the closing date in order to be considered. Applications remain on file for 90 days and are considered as vacancies occur.

Current NAF employees complete and submit AF Form 2550, NAF Application for Promotion or Other Position Change.

Federal law requires all federal payments be made by Direct Deposit/Electronic Funds Transfer

Pope AFB is an Equal Opportunity Employer

