OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Recreation Specialist, GS-0188-07/09

Announcement #: 

IMPORTANT NOTES:

This position is located on a Forest Service Job Corps Civilian Conservation Center. Incumbent is responsible for developing, planning, organizing, and implementing a recreational program which includes a variety of physical, cultural and social activities. The program is designed to encourage the development or improvement of student’s physical fitness, as well as provide activities to develop lifetime interests/skills. The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

This position is a Test Designated Position (TDP) under the Forest Service/Department of Transportation (DOT) Alcohol and Controlled Substances Testing Program. This position requires the selectee to obtain (within 90 days of hire) or possess a Commercial Driver’s License (CDL) with the appropriate Endorsement(s) as required by the mission.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

DUTIES: (The duties described reflect the full performance level of this position)

The employee is responsible for planning, coordinating, scheduling, supervising and implementing a broad recreational program for students with diverse socio-economic backgrounds and individual needs. In order to meet agency policies, Center objectives and standards the incumbent continually evaluates program and participant requirements, updating and implementing changes in coordination with Center staff. Activities include, but are not limited to: year-round wellness and fitness activities, intramural and varsity athletics, individual and team sports, arts and crafts, and cultural, social, and community
activities at on and off site locations. Employee is responsible for budgeting, requisitioning, and maintaining facility equipment and supplies, as well as accountability of accurate inventory and checkout system records. Periodically surveys Center staff, student population and surrounding communities to determine additional resources that can be utilized to enrich the program. Employee ensures adequate publicity of scheduled events for maximum participation, and maintains student participation records for evaluation of individual activities/events and overall program success. Develops evening, weekend and holiday program leisure activities, which may include participation of students in community activities. Coordinates and makes advanced arrangements through appropriate channels for transportation, reservations, food and funds with off-site facilities for recreational activities that may require the use of gymnasiuems, athletic fields and courts, and/or community centers. Incumbent is responsible for the safety and accountability of all participants in the recreation program and reporting all safety violations and accidents to Supervisor. Ensures participants are fully aware of hazards and required safety precautions and use of recreational equipment, and particularly water related activities. Actively participates on multidisciplinary teams in the evaluation of student progress. Counsels students about matters relevant to their vocational and academic performance and other related concerns to encourage and motivate them to succeed in the classroom and after graduation. Handles student disciplinary and/or behavioral problems. Emphasizes and instructs students regarding the importance of personal hygiene; professional appearance; job punctuality; and reliability. Communicates to students the importance of cooperation with fellow workers, acceptance of constructive criticism, following instructions, and respecting the value of company and personal property.

**Supervision Less than 20%** - Provides technical and administrative supervision to subordinate employees. Plans work to be accomplished, sets and adjusts short-term priorities and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance. Gives advice, counsel or instruction to employees on both work and administrative matters. Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to a higher level supervisor or manager. Interviews candidates for employment; recommends or selects for temporary positions. Finds ways to improve production or increase the quality of work directed. Provides leadership, allocates resources, and implements activities to accomplish Forest Service multicultural organization direction and Equal Opportunity and Civil Rights requirements, goals, policies, and objectives. Supports and participates in the Work Environment Continuous Improvement process. Ensures all communication - written, oral, visual, and signed - is non-discriminatory and sensitive to all employees and publics. Creates a work environment which respects, appreciates, and accepts contributions and perspectives of all employees.

**OUTREACH RESPONSE: (Please respond no later than 3/18/2014)**

Interested applicants desiring further information should contact Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it to the email address or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review [www.usajobs.com](http://www.usajobs.com), the U.S. government’s official site for jobs and employment information.
**HOW TO APPLY:**

The vacancy announcement for this position will be posted on the U.S. Government’s official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

**About the Pine Knot Job Corps Center:**

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

**Offices on the Daniel Boone National Forest include:**

- Supervisor’s Office, Winchester, KY
- London Ranger District, London, KY
- Morehead Ranger District, Morehead, KY
- Redbird Ranger District, Manchester, KY
- Stanton Ranger District, Stanton, KY
- Stearns Ranger District, Whitley City, KY

**The Center has the following five organizational areas:**

- Administration
- Counseling
- Education
- Residential Living
- Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America’s disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 175 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.
Pine Knot offers training in the following career technical training fields:

Auto Mechanics
Construction Craft Laborers
Culinary Arts
Urban Forestry
Welding
Union Brick Masonry
Union Carpentry
Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Three dormitories (one female, two male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

About Pine Knot:

Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).