Job Title: Recreation Assistant  
Department: Department Of Agriculture  
Job Announcement Number: 14-5107-13244G-NR

**JOB SUMMARY:**

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation’s most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies. It’s an awesome responsibility - but the rewards are as limitless as the views.

The Recreation Assistant position assists in supervising group physical education and recreational activities.

Five positions will be filled. Boxelder JCC in Nemo, SD; for additional information, please contact James Schlatter at 605-578-2371 or [jaslatter@fs.fed.us](mailto:jaslatter@fs.fed.us), Pine Ridge JCC in Chadron, NE; for additional information, please contact Crystal Clinton at 308-432-3316 or email at [cclinton@fs.fed.us](mailto:cclinton@fs.fed.us), Columbia Basin JCC in Moses Lake, WA; for additional information, please contact Brent Kirwan at 509-793-1657 or email at [bekirwan@fs.fed.us](mailto:bekirwan@fs.fed.us), Cass JCC in Ozark, AR; for additional information, please contact David Brickley at 479-667-0925 or email at [dbrickley@fs.fed.us](mailto:dbrickley@fs.fed.us), Trapper Creek JCC in Darby, MT; for additional information, please contact Chris Feutrier at 406-821-2150 or email at [cfeutrier@fs.fed.us](mailto:cfeutrier@fs.fed.us).

Additional selections may be made if another like vacancy occurs within 120 days of the issuance of the certification of eligibles.

**TRAVEL REQUIRED**

- Not Required

**RELOCATION AUTHORIZED**

- Yes
- Relocation expenses may be authorized

**KEY REQUIREMENTS**

- Must be a U.S. Citizen/National to apply.
- Males born after 12/31/1959 must be registered with the Selective Service.
Subject to a drug test prior to entrance on duty and randomly thereafter.
Willing to live/work in remote locations.
Commercial driver’s license.

DUTIES:

Duties listed are at the full performance level.

As a Recreation Assistant, has immediate responsibility for student proctor duties which include the following: Ensure a safe, healthy atmosphere for all students performing recreational and physical fitness activities. Ensure self-directed activities are carried out in accordance with the recreational plans. Ensure that facilities are properly prepared, including needed equipment and supplies are on hand for scheduled activities. Meets individually with students to discuss day-to-day problems encountered in recreational and physical fitness activities.

QUALIFICATIONS REQUIRED:

You must possess the Basic Requirements identified below to be considered eligible for this position. Transcripts must be provided for qualifications based on education. Your application or resume must clearly show that you possess the appropriate experience requirements.

GS-04:

6 months of general experience and 6 months of specialized experience equivalent to at least the GS-3 grade level;

OR successful completion of 2 years of study that (a) included at least 12 semester hours of subjects directly related to the work of the position, or (b) was supplemented by experience in activities that afforded the opportunity to acquire and demonstrate the skills required by the position. (The supplementary experience may have been gained, for example, in part-time or summer employment, in volunteer social welfare or recreation programs, or in community organizations.);

OR equivalent combinations of education and experience are qualifying.

GS-05:

One year of specialized experience equivalent to at least the GS-4 grade level.

OR successful completion of a full 4-year course of study leading to a bachelor's degree that (a) included at least 24 semester hours in any combination of subjects directly related to the work of the position; (b) included a major in social behavior, human behavior, or health care or; (c) was supplemented by specialized experience as described above for GS-4;

OR equivalent combinations of education and experience are qualifying.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: Examples include -

- Group leader, counselor, or similar work in public and private recreation programs for adults or children such as summer camps, local playgrounds, YWCA and YMCA clubs, Boy Scouts and Girl Scouts, urban community centers, or resort recreational activities.
- Teacher's aid in elementary school recreation or physical education program, with emphasis on development of general recreational skills and abilities.
- Aid or assistant assignments in recreation while on active military service.
- Aid or assistant in the organization and administration of recreation activities, such as preparing activities calendars, maintaining attendance records, and providing information concerning schedules and activities.
- Summer aid in a State or national park, with duties related to the recreational activities of visitors to campsites, trails, picnic areas, nature and raft centers, and boating and fishing areas (e.g., demonstrating camping techniques and park safety, conducting nature tours, and overseeing farm animal areas provided for children).
- Sales or stock clerk in a recreation supplies and equipment shop.
- Aid or assistant in the issuance of authorized property, and in the maintenance of inventory control and accountability for such property in a recreation facility.
- Aid or assistant in a hotel or resort recreation service, with duties such as setting up areas for
games, tournaments, and other organized group recreational activities

To receive consideration for this position, you must meet all qualification requirements within 30 days of the closing date of the announcement.

REQUIREMENTS:

May be subject to satisfactory completion of one year probationary or trial period.

This position requires the selectee to obtain or possess a Commercial Driver’s License (CDL) and therefore, is a Testing Designated Position (TDP) under the Department of Transportation (DOT)/Forest Service Alcohol and Controlled Substance Testing Program. Applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use unless they currently occupy a TDP under the DOT/Forest Service Alcohol and Controlled Substances Testing Program. Final appointment is conditional on a negative drug test. This announcement constitutes 30 days advance notice.

HOW YOU WILL BE EVALUATED:

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

- Skill in planning and delivering recreational activities
- Skill in maintaining recreational facilities and equipment
- Skill in communication in order to establish and maintain relationships in a group living environment

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be referred to the hiring manager for consideration. Non-Competitive candidates need to meet minimum qualification requirements to be referred.

Note: If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

Clicking the link below will present a preview of the application form; i.e the online questionnaire. The application form link below will only present a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.

To view the application form, visit:
https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=c8512c87-3791-4f12-82ef-a37f00aad7d7

BENEFITS:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at: http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc

OTHER INFORMATION:

Relocation expenses are authorized.

We may select from this announcement or any other source to fill one or more vacancies.

Bargaining Unit Status: Eligible - Coverage is dependent upon unit location.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency's definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM's Career Transition Resources website at [http://www.opm.gov/ctap/index.asp](http://www.opm.gov/ctap/index.asp).

- Entrance on duty is contingent upon completion of a pre-employment security investigation. The position may require a Confidential, Secret, or Top Secret security clearance or be subject to a Public Trust background investigation at the time of appointment, and may be subject to reinvestigation every five years thereafter. A favorable adjudication of the clearance or background investigation at the time of appointment and on reinvestigation is a condition of employment.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS "E-VERIFY" system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

**HOW TO APPLY:**

Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.
- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

**Step 1:** Create a USAJOBS account (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2:** Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to the position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

**Step 3:** Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

**REQUIRED DOCUMENTS:**

A complete Application Package must be submitted and received prior to 11:59, ET, on the closing date. The following documents are required for your application package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes as a minimum: 1) sufficient information to verify qualifications; 2) supervisors phone number/e-mail address for each work period and whether we may contact them for reference checks.
- College Transcripts if education is required for meeting basic qualifications and/or used as a substitute for specialized experience.

Other required documents as applicable:

- Current/Former Career/Career-Conditional: Most recent non-award Notification of Personnel Action (SF-50 or equivalent) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, federal status, position title, series and grade AND most recently completed performance appraisal (dated within 18 months) showing the official rating of record, signed by the supervisor, or a statement as to why the performance appraisal is unavailable. Do not submit a performance plan.
- VEOA: DD-214 (Member 4 Copy) SF-15 Application for 10-point Veteran Preference and supporting VA letter if claiming 10 pt. preference. Current Active Duty members must submit a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.
- Interchange Agreement with Other Merit Systems: Documentation of eligibility as listed in interchange agreement.
- VRA or 30% Disabled Veteran: DD214, VA letter and SF-15 if claiming 10 pt. preference OR if currently on active duty; a certification of expected discharge or release from active duty under
honorable conditions dated within the last 120 days.
- Peace Corps Volunteers/Personnel: Documentation of no less than 36 months of continuous service without a break of 3 days or more and separated within the last 3 years.
- Schedule A, Persons with Disabilities Appointment: A letter from a physician, local, state or federal rehabilitation office citing eligibility under 5 CFR 213.3102 (u).
- Non-Competitive Reassignment/Transfer/Reinstatement: Most recent Notification of Personnel Action (SF-50 or equivalent) in the competitive service with the same or higher promotion potential as this position.
- Miscellaneous Authorities Not Regulated by the Office of Personnel Management: (Postal Career Service, Postal Service Commission, GAO, US Courts, etc.), Current Notification of Personnel Action (or equivalent) that reflects eligibility.
- Certain Family Members Eligible under E.O. 12721: Most recent non-award SF-50 and performance appraisal.
- Certain Military Spouses Eligible under E.O. 13473: Permanent Change of Station (PCS) orders issued within the last 2 years, that lists you as authorized to accompany the military member to the new duty permanent station; OR verification of the member's 100% disability (VA Letter); and/or verification of the member's death while on active duty (DD-1300 and Death Certificate) AND verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage).
- Foreign Service: Most recent Foreign Service Notification of Personnel Action, service under an unlimited, career-type appointment AND have completed at least 1 year of continuous service without a break of a workday under one or more non-temporary Foreign Service appointments.
- CTAP/ICTAP: Reduction-In-Force: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from. Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.
- Other Special Hiring Authorities: If you are claiming eligibility under a Special Hiring Authority not listed above, you must submit appropriate supporting documentation.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency’s staffing system. Once in the Agency’s staffing system additional documents may be uploaded. Documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

AGENCY CONTACT INFO:
HRM Contact Center
Phone: 877-372-7248, option 2
Fax: 866-338-4527
Email: fjjobs@fs.fed.us

Agency Information:
USDA Forest Service
Do not mail in applications. see instructions under the How to Apply tab.
Albuquerque, NM, 87109
United States
Fax: 866-338-4527

WHAT TO EXPECT NEXT:
If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgement email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.