



Teen Summer Employment Program
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT



MWR Human Resources Department
Naval Support Activity Bethesda
8901 Wisconsin Avenue, Building 153, Rooms 144 - 146
Bethesda, MD 20889
Email: MWR-HR@med.navy.mil

POSITION: Recreation Aid NF-0189-01
Several Flexible Positions

ANNOUNCEMENT #: 13-TSE-01

SALARY: \$7.25 per hour

OPENING DATE: 22 APR 2013

*Relocation costs not covered.

CLOSING DATE: 29 APR 2013

PARKING: Due to Command policy on employee parking, employment does not guarantee a parking space. Metro is highly encouraged.

LOCATION: FFR & MWR Departments, Naval Support Activity, Bethesda

AREA OF CONSIDERATION: Open to teenagers, **14 - 18 years of age**, who meet Navy Youth Program patron eligibility requirements, per 1700.9E. "The status of the sponsor determines enrollment eligibility. Eligible patrons include active duty military personnel, DoD civilian personnel paid from APF or NAF, reservists on active duty or inactive duty for training, DoD contractors and active duty Coast Guard. In the case of legally separated or divorced parents meeting the above criteria, the child is eligible only when they reside with the military sponsor" (1700.9E, p 3-1, para. 1).

BRIEF DESCRIPTION OF DUTIES: Employment dates are from June 14 – August 8, 2013. The incumbent will be involved in one or more recreational activity or support services, such as the fitness and aquatics center, Liberty program, Fleet & Family Readiness administrative offices, and/or MWR administrative offices. Responsible for providing assistance in the oversight of activities and necessary services to authorized patrons, including general information on the use of facilities and equipment. Assists in the programming, planning, and implementation of a variety of recurring and non-recurring activities. Ensures adherence to regulations and safety procedures and may assist personnel in the monitoring of change funds, tickets, etc. May assist in maintaining routine reports and/or perform clerical and/or general maintenance duties as needed.

QUALIFICATIONS: Must attend Teen Orientation with parent/guardian on 29 April 2013 @ 1800 in Bldg. 10, Clark Auditorium. Upon offer of employment, must be able to obtain a Minor Work Permit, if between the ages of 14 – 17. Must be physically able to stand, bend, or walk in the performance of work. Light lifting of up to 25 pounds may be required. Must be able to learn FFR/MWR policies, rules, and regulations involving the work area. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and patrons. Knowledge of basic mathematics and the purpose of recreational equipment and activities are desired.

HOW TO APPLY: Interested applicants must attend Teen Orientation on 29 April 2013 at 1800 and submit a completed application. Applications are available online through WRNMMC Postmaster or at the MWR Human Resources Office, Bldg. 153, between rooms 145 & 146. Applications will not be accepted before or after the Teen Orientation.

IMPORTANT INFORMATION: The employment of minors, ages 14 and 15, is authorized by DOD 1400-25.M, SC 1403. The employment of all persons less than 18 years of age will follow published Maryland standards and requirements, and the FLSA. Such persons may not be employed in or assigned to positions that are hazardous or detrimental to their health or positions in child care services. All selections are contingent upon obtaining satisfactory employment reference checks. We are an E-Verify participant. Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."

TEEN SUMMER EMPLOYMENT APPLICATION FORM

MWR DEPARTMENT

Applicants must be between the ages of 14 – 18 at the time of filling out the application and meet the Navy Youth Program patron eligibility requirements, per 1700.9E. "The status of the sponsor determines enrollment eligibility. Eligible patrons include active duty military personnel, DoD civilian personnel paid from APF or NAF, reservists on active duty or inactive duty for training, DoD contractors and active duty Coast Guard. In the case of legally separated or divorced parents meeting the above criteria, the child is eligible only when they reside with the military sponsor" (1700.9E, p 3-1, para. 1). Applicants must attend the Teen Orientation and submit this completed application at that time to be considered.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

FIRST NAME: _____ LAST NAME: _____

STREET ADDRESS: _____ APT# _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE # _____

Birthdate: ____/____/____
Month Day Year

NAME OF SCHOOL I ATTEND & COUNTY IT IS IN: _____

PLEASE LIST ANY WORK EXPERIENCES. INCLUDE LOCATION, POSITION TITLE, AND BRIEF LIST OF DUTIES

1. _____

2. _____

3. _____

PLEASE LIST ANY MWR ACTIVITIES/EVENTS YOU HAVE PARTICIPATED IN & WHERE (ex. C&Y Sports/Dances, CDC, Bowling, Seasonal Festivals, etc.):

YOUR INTERESTS AND SKILLS:

LIST SPORTS / HOBBIES YOU LIKE: _____

COMPUTER SKILLS YOU HAVE: _____

OTHER INTERESTS: _____

CHECK THE TYPES OF WORK YOU CAN AND WILL DO.

General cleaning (sweeping, wiping)

Computer word processing

Front desk/cashier

Answering telephones

Office (filing)

Set up tables/chairs for events

Please list names and phone numbers for 3 references, including at least one supervisor, teacher, or guidance counselor. The other 2 may be any of your choosing. NO RELATIVES!

Name: _____ Phone # _____

How do you know this person? _____

Name: _____ Phone # _____

How do you know this person? _____

Name: _____ Phone # _____

How do you know this person? _____

Teen Summer Hire positions will be from June 14 – August 8, 2013*.

On what date will you be available to start? _____

**With proof of attendance, accommodations will be made to students who may be in school during these dates.*

I am able to work outside in the heat and sun. (Circle one) **YES** **NO**

PHOTO/VIDEO RELEASE AUTHORIZATION

I GIVE MY PERMISSION FOR MY CHILD'S PHOTOGRAPH/VIDEO TO BE TAKEN WHILE WORKING AS PART OF THE MWR TEEN EMPLOYMENT PROGRAM TO BE USED FOR THE PURPOSE OF PUBLICITY. THESE PHOTOS MAY BE USED FOR PROGRAM BROCHURES, MEDIA PRODUCTIONS, ADVERTISEMENTS, PHOTO ALBUMS OR NEWS ARTICLES.

SIGNATURE OF PARENT/GUARDIAN

DATE

APPLICANT'S SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

11.08.11

PRIVACY ACT STATEMENT

Information which you provide to the Commander Navy Installations Command (CNIC) Nonappropriated Fund (NAF) Human Resources will be treated in a sensitive manner and will be managed per the Privacy Act of 1974, 5 U.S.C. § 552a. The information provided by the client to CNIC NAF Human Resources is not privileged. Although the information solicited is intended to aid CNIC NAF Human Resources in assisting you, certain kinds of information may be provided by CNIC to others as required by law or regulation. Routine uses for the CNIC NAF Human Resources record system are listed in the Privacy Act Statement below.

1. AUTHORITY:

5 U.S.C. § 301, Departmental Regulations; Equal Employment Act of 1972; Executive Order 9397 (SSN); and 10 U.S.C. § 5031.

2. PURPOSE:

To determine suitability for employment, transfer, promotion or retention; to verify employment; to track travel performed and verify employee received proper remuneration for the travel performed; to process appraisals and salary increases; to provide a unique identification number that can be extracted into other systems with employee credentials (i.e., name, title, supervisor, department) for Information Technology systems account access and user provisioning purposes; to recognize accomplishments and contributions made by employees, and to administer and adjudicate discipline, grievances, complaints, appeals, litigation, and program evaluations.

3. ROUTINE USES:

In addition to using the information you give us for the "principal purpose" given above, your information may be used for one or more of the "routine uses" listed in the Federal Register notice for this system (including the blanket routine uses that are applicable to all Navy Privacy Act systems of records). This Federal Register notice is available at <http://www.doncio.navy.mil>. Note that routine use does not apply in situations in which restricted reporting is allowed and elected. Four of the more important routine uses are:

- a. Disclosure to State and local government authorities per State or local laws requiring the reporting of suspected child abuse or neglect
- b. Disclosure to the appropriate Federal, State, local, or foreign agency charged with enforcing a law, where CNIC NAF Human Resources records indicate that a violation of the law may have occurred
- c. Disclosure to certain foreign authorities in connection with international agreements, including Status of Forces Agreements (SOFAs)
- d. Disclosure to the Department of Justice for litigation purposes.

4. DISCLOSURE:

Disclosure of information is voluntary; however, failure to disclose personal information in relation to individual's position responsibilities may subject the individual to adverse personnel action.

I have read and understand the above Privacy Act Statement regarding the information which may be provided to CNIC by me.

Applicant Signature

Date

Parent/Guardian Signature

Date

Teen Summer Hire Eligibility Verification

“The status of the sponsor determines enrollment eligibility. Eligible patrons include active duty military personnel, DoD civilian personnel paid from APF or NAF, reservists on active duty or inactive duty for training, DoD contractors and active duty Coast Guard. In the case of legally separated or divorced parents meeting the above criteria, the child is eligible only when they reside with the military sponsor” (1700.9E, p 3-1, para. 1).

Teen Applicant's Name:

Parent/Guardian's Name:

Parent/Guardian's Eligibility (please circle one):

- Active Duty Military
- DoD Civilian Personnel (APF or NAF)
- Reservist on Active Duty / Inactive Duty for Training
- DoD Contractor
- Active Duty Coast Guard

Work Location & Department:

Work Phone Number: _____

By signing below, I attest that I am the parent or guardian of the teen named above, that my child and I are eligible for participation in the CNIC Teen Summer Hire Program, per OPNAV 1700.9E, and falsification of any information will result in immediate termination from the program.

Parent / Guardian Signature

Date

INFORMATION FOR TEEN & PARENT/GUARDIAN
Please keep this page for your records.

NOTE: "Hours of work for minors employed by an employer covered by the Federal Fair Labor Standards Act are more restrictive than those allowed by Maryland law. In general, it is the more protective standards which apply." (Maryland Department of Labor – Employment of Minors, <http://www.dllr.state.md.us/labor/wages/empm.shtml#pg>)

Maryland Child Labor Laws & FLSA (listed below are the higher minimum standards between the two):

- Minors 14 – 17 years of age may only work with a work permit. Applications for work permits are available in high schools. More information about work permits may be obtained from <http://www.dllr.state.md.us/labor/wages/empm.shtml#pg>
- Minors 14 & 15 Years of age may **NOT** be employed or permitted to:
 - Work more than 8 hours a day while school is not in session;
 - Work more than 40 hours in any week when school is not in session;
 - Work before 7:00am or after 9:00pm (from Memorial Day to Labor Day); and
 - Work more than 5 consecutive hours without a non-working period of at least 30 minutes.
- Minors 16 & 17 years of age may **NOT**:
 - Spend more than 12 hours in a combination of school hours and work hours each day.
 - Work more than 5 consecutive hours without a non-working period of at least 30 minutes.
- In addition, while minors 16 & 17 years of age do not have restrictions on times of the day for work, they must be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hour period
- Minors 14 & 15 years old are forbidden to be employed in occupations declared to be hazardous by the U.S. Secretary of Labor. Minors 16 & 17 years old are also forbidden to be employed at these occupations with certain exceptions.

For more information on Child Labor Laws, please visit these sites:

<http://www.dllr.state.md.us/labor/wages/empm.shtml#pg>

<http://www.dol.gov/compliance/laws/comp-flsa.htm>

<http://www.dol.gov/elaws/faq/esa/flsa/toc.htm#cl>

<http://www.youthrules.dol.gov/>

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