

RECREATION SPECIALIST (Community Activities)

DEPARTMENT OF THE AIR FORCE
Air Mobility Command
22 FSS/FSCN - Nonappropriated Funds (NAF)

Summary

About the position: This position is Non-appropriated Fund (NAF) and will be assigned to the Community Services Flight.


Assists the Director in managing the day to day operations of the Community Center. Plans and administers a diversified program by providing professional expertise in developing, implementing, and conducting Event Center Programs for active duty military, retirees, DOD civilians and their families.

[Learn more about this agency](#)

Overview

Accepting applications

Open & closing dates

 05/06/2026 to 05/24/2026

Salary

\$19.50 - \$21.13 per hour

Pay scale & grade

NF 3

Location

Few vacancies in the following location:

 **McConnell AFB, KS**

Remote job

No

Telework eligible

No

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

None

Job family (Series)

- [0188 Recreation Specialist](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

Yes

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

Trust determination process

- [Suitability/Fitness](#)

Financial disclosure

[No](#)

Bargaining unit status

[No](#)

Announcement number

26-7QFSWP295310

Control number
868099300

This job is open to



U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Please see the "Who May Apply" section under the Qualifications section.

Duties

Assists the Director in managing the day to day operations of the Community Center. Plans and administers a diversified program by providing professional expertise in developing, implementing, and conducting Event Center Programs for active duty military, retirees, DOD civilians and their families. Assumes the duties of the Director in his or her absence. Monitors patrons utilizing the Community Center, and directs staff to orientate patrons concerning rules, practices and safety factors. Offers programs in personal and professional development, performing arts, leisure, recreation, and family life skills. Within established agency policy and objectives, plans programs according to compliance with Air Force policies. Coordinates schedule with other related agencies to avoid conflicts. Coordinates and maintains calendar of Community Program Events at Event Center. Assists the Director in preparation and submission of operating budget requirements for the Community Center pertaining to both NAF and APF funding. Performs administrative duties, such as compiling reports, letters, endorsements and various other related materials pertaining to the operation and administration of the Community Center program. Performs on-going customer relations and interaction. Informs participants and employees of rules and policies and answers questions regarding programs, facilities and hours of operation. Provides input necessary to plan and initiate improvement in overall facility. Establishes and maintains continuity book. Prepares a community programs cost analysis prior to implementation and after-action reports for each program or event. Programs may be offered as self-directed activities, instructional classes, special interest clubs, special events, community wide events, and cosponsored events. Oversees staff during set up of events/during events; work and observe event in operation to ensure service provided is efficient, courteous, and correct from both program policies and contractual terms. Adheres to established standards of employee expectations, dress code, personal hygiene and conduct. Must work an uncommon tour of duty which may include nights, weekends, and Holidays. Performs other duties as assigned. Position is a position of trust.

If interested in applying for this position you may preview the online application:

<https://apply.usastaffing.gov/ViewQuestionnaire/12955044>

Requirements

Conditions of employment

- This position requires the incumbent to complete a background investigation with favorable results.
- This position requires the completion of a pre-employment Physical Examination to verify required level of physical health and ability or fitness to perform the duties of the position.
- This position has been identified as a Test Designated Position (TDP). The incumbent of this position will be subject to and must consent to a pre-employment and random drug testing.
- Must provide a copy of driving record. Must maintain a good driving record.
- Must possess a valid state driver's license.

Qualifications

Who May Apply: Open to everyone. Applicants will be categorized by preference(s) and/or priority consideration eligibilities. An applicant's eligibility will be determined based on eligibility claimed in the questionnaire and proof of eligibility MUST be provided with application by the closing date, 05/24/2026

Business Based Action, Military Spouse Preference, Outside Applicant Veteran, Spouse/Widow/Parent of Veteran, and Transition Hiring Preference

In order to qualify, you must meet the experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if the position allows for qualifying based on education, your transcripts will be required as part of your application.

Qualifying Experience:

Experience in a range of activities and services, participant interest and needs, and the methods/processes involved in planning and coordinating a wide variety of special events and other activities. Experienced in the effective management of financial, physical and human resources of recreation and event programs to include the recruitment and management of volunteers. Proficiency in computer software programs such as Microsoft Office applications, Internet, Social Media is required. Must be highly organized possessing excellent written and oral communication skills. Position requires tact and diplomacy. Must satisfactorily complete employment physical; requirements include lift and carry up to 40 lbs, reaching, bending, kneeling, and extended periods of standing, walking. Must be able to satisfactorily complete a Tier I Investigation. Must have a valid driver's license. "This is a drug testing designated position. The incumbent is subject to random testing for drug testing."

You will be evaluated on the basis of your level of competency in the following areas:

Education

Some federal jobs allow you to substitute your education for the required experience in order to qualify. This position does not allow for education substitution.

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least

equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying.

Additional information

- Individual must fully meet qualification/eligibility/background requirements for this position.
- U.S. Citizens and Non-U.S. Nationals who have resided in the U.S. Territory for three (3) or more consecutive years immediately preceding the start of Federal Affiliation or a signed memorandum indicating the installation's decision on the 3-year residency requirement.
- Male applicants born after December 31, 1959 must be registered for Selective Service.
- Direct deposit is required.
- Satisfactorily complete an employment verification (E-Verify) check.
- A probationary period may be required.
- Pre-employment requirements must be satisfactorily met prior to Entrance on Duty (EOD).
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government's interest.
- Multiple positions may be filled from this job opportunity announcement. And additional selections may also be made from this job opportunity announcement.
- Selection(s) are subject to restrictions resulting from hiring preferences and priority consideration eligible.
- This is a Nonappropriated Fund (NAF) position carrying out Morale, Welfare and Recreation (MWR) activities for the Air Force and Space Force.
- Applicants must be able to provide a REAL ID or present a combination of source identity documents authorized to facilitate access to the installation. Please contact the servicing HR Office with any questions.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

Benefits

[Review our benefits](#)

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your resume and supporting document will be evaluated against the qualifications of the position.

Once the announcement has closed, a review of your application package (resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your resume and/or supporting documentation, a determination has been made that you have inflated your responses to meet the position's qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

To better expedite the hiring process, we recommend including full contact information (name, address, phone number, email, etc.) for professional and personal references on your resume.

Required Documents

Required documents may vary based on the eligibility you are claiming (i.e., applying as a Military Spouse Preference -MSP, applying as a veteran, applying as a current federal employees, applying as a displaced employee, etc.). The below document(s) are required and **MUST** be submitted with your application by the closing date of this job announcement:

- License
- Resume

Your resume may be submitted in any format and must support identified the general or specialized experience described in this announcement. If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.

Other accepted documents to support a qualification and/or claimed preference/priority eligibility may include:

- Cover Letter
- DD-214/ Statement of Service
- Diploma/ GED
- Disability Letter (VA)
- License
- Other (1)
- Other (2)

- PCS Orders
- Professional Certification
- Proof of Marriage Status
- Resume
- Separation Notice (RIF)
- SF-50/ Notification of Personnel Action
- Transcript

As described above, your **complete** application includes your resume, your responses to the online questionnaire, and supporting documents which prove your claimed eligibility. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

NOTE: Documents submitted as part of the application package to include supplemental documents may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

How to Apply

To be considered for this vacancy you must apply and complete the online questionnaire and submit the documentation specified in the **Required Documents** section above.

The complete application package must be submitted by 11:59 PM (EST) on 05/24/2026 to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJobs account to apply. If you do not have a USAJobs account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the **Include Personal Information** section as you deem appropriate and click to continue with the application process.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application

package and submit the application. You must re-select your resume and/or other documents from your USAJobs account and designate the document type when submitting your application. Failure to complete this portion will result in an incomplete application package and you will not be further considered for this vacancy.

It is your responsibility to ensure your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date.

Additional information on how to complete the online application process and submit your online application may be found on the <https://help.usastaffing.gov/Apply/index.php?title=Applicant>

To verify or check the status of your application, log into your [USAJobs account](#). Once logged in, the Welcome screen lists your applications, your application status and the date it was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status>

Agency contact information

McConnell NAF HR Office

Email

22FSS.NAF_HROORG@us.af.mil

Address

McConnell Community Services Flight
22 FSS/FSCN
53147 Kansas St., Ste 122
McConnell AFB, KS 67221-3606
US

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Times may vary during the hiring process, as your application status updates/changes you will be notified with a notification letter via email.

Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



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