



Several vacancies may be available - multiple selections may be made

Job Title:	Sports Specialist (S-0030-07)
Location:	RAF Alconbury
Vacancy Number:	204645
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week: As Rostered (shifts between 0530-1800)
Hourly Pay:	£14.72 - £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72
- **Holiday:** Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to assist and participate in the planning and administering of a large, enhanced major sports and athletic activities program for an Air Force organization. The primary area of responsibility includes a comprehensive year-round sports program.

You will interface with contracted officials' organizations and act as coordinator between the officials' organization and the Fitness Center Contracting Officer and be instrumental in the planning and budgeting for equipment and supplies required for conducting the sports program, assisting management with maintenance of equipment and facility oversight. In addition, you will function as the Fitness Center sports program point of contact (POC) for all intramural and varsity coaches.

Qualifications and Key skills

One-year of specialized experience that demonstrates the ability to; plan, supervise, administer, or carry out a sports program that includes a variety of individual and team sports; and guide participants in developing the skills needed for participation in sports activities and to teach the techniques of various sports.

- Knowledge of the range of sports activities and services, participant interests and needs, and the methods and processes that enable the employee to plan and conduct a variety of sports program activities to include providing input for statements of work for various contractors.

- Knowledge of the physical and psychological factors in individual and team sports as well as the nature, purpose, and organization of recreational and competitive individual and team sports activities.
- Skill in effectively managing the financial and equipment resources provided for the sports program area to include estimating and tracking budgetary requirements; issuing and tracking use of equipment; controlling inventory; monitoring cleaning of facilities; and performing preventative, quarterly, and emergency maintenance and repair of sports equipment.
- Skill in conducting clinics or seminars to inform and/or train coaches and officials; training and developing athletes in individual and team sports; and planning, organizing, and conducting tournaments or competitions.
- Ability to establish program objectives or performance goals and assess progress toward their achievement, as well as to change program requirements within available resources with minimum adverse impact on satisfaction with the quantity and/or quality of sports activities.
- Ability to communicate effectively both verbally and in writing, including use of information technology sufficient to support required programs functions, and to establish and maintain effective working relationships with fellow employees and customers.
- Certification in first aid and cardiopulmonary resuscitation is required.

Other Significant facts

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
- You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period.
- Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
- You must be able to communicate effectively both orally and in writing.
- You must complete and be able to maintain all mandatory training and certifications IAW AFI 34-266, Air Force Fitness and Sports Programs, or relevant official instructions if replaced.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

