



<b>Job Title:</b>	Recreation Assistant	<b>PP-SRS-GRD:</b>	S-0189-04
<b>Location:</b>	RAF Lakenheath	<b>Vacancy Number</b>	VA23 48 FSS RPA 227524
<b>Open Date:</b>	11 March 2024	<b>Close Date</b>	25 March 2024
<b>Work Hour Per Week</b>	20	<b>Salary (Per Hour)</b>	£11.03- £14.74 under 23 £11.29-£15.09 23 and over

**NOTE: Several vacancies may be available - multiple selections can be made from this announcement**

### **Main Purpose**

We are currently seeking a highly skilled and motivated individual to join a premier team of Recreation Assistants at the 48th Force Support Squadron, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of the Arts and Crafts Center is to provide the base community with a program encompassing a wide range of activities and custom services in arts, crafts and industrial arts. The purpose of this position is to serve as a Recreation Assistant within the Center. The successful applicant will be responsible for promoting a viable Arts and Crafts Program at RAF Lakenheath catering to the needs of assigned personnel and their dependents by means of interest surveys, pertinent publications, and other indicators.

The Recreation Assistant will instruct and assist patrons in multi-craft activities and other crafts related activities; ensure all machinery and equipment is inspected daily and maintained as required for safe operation. They will assist in preparation of daily reports, inventories, and proper operation of sales outlet. In addition, they will perform novice services for patrons on heat-sealing, canvas mounting, frames, glass cutting, matting, Xpres process and applying transfers to T-shirts and sweatshirts; always keeping work areas clean and tidy.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

### **Knowledge and Experience Required**

*Applicants must demonstrate the following:*

Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems.

Skill, acquired through considerable training or experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations.

Experience working with wood and wood working tools is essential.

Experience of cash handling and sales operations such as: receipt disbursement, examination, deposit, and use of case accountability control methods.

Ability to communicate clearly both orally and in writing and possess skill in dealing with customers.

Ability to plan, prioritize work and meet deadlines.

Ability to follow strict health and safety regulations.

Ability to communicate effectively with others both orally and in writing.

### **Other Important Information**

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

### **- Other significant facts pertaining to this position are:**

- Position is on an as rostered schedule including evenings, weekends, unsociable hours, and potential holiday work to meet operational needs.
- Will be required to hold a full, valid UK Category B, driving license.
- May require physical dexterity and ability, heavy physical exertion (lifting up to 45 pounds). Will require pre-employment physical examination.
- Link to Office of Personnel Management [General Schedule Qualification Standards \(opm.gov\)](https://www.opm.gov/policy-data-oversight/schedule-qualification-standards/)

### **Benefits**

Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy

Paid Sick Leave; year-to-year carryover in accordance with program policy

Pension Scheme

Life Assurance Scheme

Employee Assistance Program (EAP)

Free on-site parking

Specialized Training provided throughout entire period of employment

Development opportunities available

Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance

Free access to on-site gym facilities

### **Who Can Apply**

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

### **How To Apply**

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; [https://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410).

All applications must submit the following documents via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil) and received prior to the closing date to be considered for the position.

### **Required Documents**

- LNDH Application
- Curriculum Vitale and/or Resume

### **Optional Documents**

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

### **Equal Opportunity Employer**

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.



