AMENDMENT

THE CLOSING DATE OF THE ANNOUNCEMENT NO. 38-26 HAS BEEN AMENDED TO READ "OPEN UNTIL FILLED".

JOB OPPORTUNITY ANNOUNCEMENT

AVIANO AIR BASE, ITALY

NON-U.S. APPROPRIATED FUND POSITION

ANNOUNCEMENT No. 38-26

OPENING DATE: 11 May 2026
CLOSING DATE: Open till filled

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Aviano Civilian Personnel Office (CPO) at DSN 6328328 or commercial 0434308328. The Application Form U-A714 can be downloaded from the CPO website https://31fss.com/civilian-personnel/ by clicking on "Forms and Information"; the application form will be found at the bottom of the list of documents. It will need to be filled out and e-mailed with pertinent documentation to the following address: 31fw.LNstaffing@us.af.mil. Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call immediately commercial 0434308328.

TITLE, SERIES, GRADE AND SALARY: **Recreation Specialist (Outdoor Activities), U-0188-03 Trainee/05 Trainee (Permanent - 40 hours per week)**

Annual gross income/Reddito Annuo Lordo (RAL) at the U3 trainee level: 38.262 euro
Annual gross income/Reddito Annuo Lordo (RAL) at the U5 trainee level: 35.151 euro

LOCATION: 31st Force Support Squadron, Community Services Flight Outdoor Recreation/FSWO, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of this position is to assists in the planning, implementation, development, coordination and administration of a military outdoor recreation program which is diversified and serves a participant community of active duty, retired military, reserve forces, authorized civilian employees and their dependents. Assists in the planning and scheduling of work in a manner that promotes smooth flow and even distribution. Researches, gathers and provides information on a variety of leisure activities in the military and civilian communities such as special events, festivals, bus and train schedules, lodging and camping information and other information that is of a leisure interest to the personnel served. Plans and coordinates details for recurring activities/events as to make maximum use of available resources. Ensures the equipment stock supports the interest and needs of the population served. Assists in the upkeep and preparation of outdoor assigned facilities. Assists in maintaining the equipment maintenance program. Maintains accurate records of inventory items, tickets, tools, supplies and equipment. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Typically ensuring participation and outcomes of special projects result in positive impact on the organization and/or improves quality. Assists in the marketing and publicizing outdoor recreation programs. Recommends marketing and publicity plan, policies, strategies and programs to assist the supervisor and marketing specialist. Determines ways to improve or introduce new programs, procedures and activities to meet the expressed desires of the customers/users as identified in market studies. Conducts evaluations of programs and services implemented through market research to determine effectiveness and to provide feedback and recommends improvements to managers. Plans and prepares advertisements for publication in newspapers, billboard displays to inform customers about programs and services. Assists in creating brochures and flyers for activities and special events. Assists the supervisor with the execution of and administration of operating budget**.** Performs day-to-day budget management actions such as tracking funds distribution, reconciling commitment/obligation and reallocating assigned program funds. Reviews budgetary transactions for compliance with policies/procedures and ensures funds are available. Continually compares current estimates with ongoing expenditures. Prepares and maintains data necessary to support short and long range Appropriated and Non-Appropriated budgets. Assists in the development and maintenance of a responsible credible internal control program, projects assets, evaluates financial operations and makes recommendations for improvements. Conducts and documents inventory in accordance with established procedure/guidelines. Properly disposes of resale items no longer deemed serviceable or needed. Represents the Outdoor Recreation Program with a variety of installation and functional area organizations. Establishes, develops and maintains effective working relationships with serviced population, installation personnel and representatives of the local community. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures and resolve problems that arise. Participates in special projects and initiatives and performs special assignments. *Subject to an uncommon tour of duty, to include work on weekends, evenings, nights and holidays*. Provides or ensures that co-workers are properly trained in customer service and provide accurate customer guidance. For further information, please contact the Civilian Personnel Office.

Reference Office of Personnel Management (OPM) Qualification Standards

TYPICAL WORK SCHEDULE:	MON	TUES	WEDN	THU	FRI	SAT	SUN
	OFF	OFF	800-1700	800-1700	800-1700	800-1700	800-1700

QUALIFICATIONS:

AT THE U-03 LEVEL: Interested applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled, such as 1) Skill in planning, organizing, coordinating and/or evaluating outdoor recreation programs; 2) Ability to gather, assemble and analyze program information; draw conclusions and recommend solutions to problems; 3) Knowledge of safety and security regulations, practices and procedures as relating to various outdoor recreation activities.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE AT THE U-03 LEVEL: A "Laurea del vecchio ordinamento" or "Laurea di secondo livello" from a recognized university in areas related to general recreation, outdoor recreation, recreation and parks leadership, wild land recreation management, natural resources recreation, youth recreation, physical recreation or other related fields. Applicants must submit a copy of their certificate of graduation from a recognized university, listing all the exams and grades.

AT THE U5 TRAINEE LEVEL: Interested applicants must possess 3 (three) years of progressively responsible experience, 1 (one) year of which was equivalent to the next lower grade level and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled, such as1) Skill in planning, organizing, coordinating and/or evaluating outdoor recreation programs; 2) Ability to gather, assemble and analyze program information; draw conclusions and recommend solutions to problems; 3) Knowledge of safety and security regulations, practices and procedures as relating to various outdoor recreation activities.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE AT THE U-05 TRAINEE LEVEL: As a minimum, interested applicants must possess 4 (four) years above the High School level or 3 (three) years of Italian university in areas related to general recreation, outdoor recreation, recreation and parks leadership, wild land recreation management, natural resources recreation, youth recreation, physical recreation or other related fields. Applicants must submit a copy of their certificate of graduation from a recognized university, listing all the exams and grades.

Good command of the English and Italian languages is required, subject to testing.

Applicants must possess a valid Italian driving license type "B".

Applicants must be able to attend/obtain and maintain required training and certifications.

The selected candidate will need to obtain the fit for duty evaluation for the specific position for which considered. The assessment will be conducted during the pre-employment medical exam, IAW Lgs. D. 81/08.

IF THE POSITION IS FILLED BELOW THE FULL PERFORMANCE LEVEL, THE SELECTED CANDIDATE MAY BE NON-COMPETITIVELY PROMOTED AFTER ALL TRAINING AND EXPERIENCE REQUIREMENTS OF THE NEXT HIGHER LEVEL HAVE BEEN MET.

APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATIONS. Experience which is not on file at the closing date of the announcement will not be considered. In accordance with Art. 10, paragraph 6, of the Conditions of Employment (COE) *"Making a false or misleading statement in the application for employment or in the process of being hired may be cause for separation".*

EQUAL EMPLOYMENT OPPORTUNITY: All qualified candidates will receive equal consideration for this position without regard to race, color, sex, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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