



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **13-10**

Position: Family Readiness Program Trainer
NF 1712-04
\$50,000 - \$53,000 annually

Open: 03 Mar 2010
Close: **UNTIL FILLED**

Location: Marine Corps Community Services, Marine & Family Services, Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall, Arlington, VA 22214-5003

Area of Consideration: All Sources.

Description of Duties: Coordinates and delivers Family readiness training using standardized templates provided by HQMC for the unit Family Readiness Command Teams, unit Family Readiness Officers and Unit Family Readiness program volunteers for units supported by the installation.

Develops and delivers training to supplement the HQMC templates regarding local resource information in support of the Information and Referral service function of the members of the unit Family Readiness Command Team.

Conducts effective outreach efforts to supported units to solicit participation in the above training programs.

Analyzes challenges and program effectiveness, including identifying relevant factors, gathering pertinent information, and recognizing solutions and best practices.

Maintains accurate and complete records documenting each program presented to include, but not limited to: length of presentation, number of and demographics of participants, and participant evaluations. Prepares and submits reports as required.

Delivers other MCFTB training, as determined by the MCFTB Director. Ensures OPSEC and Privacy Act compliance. Adheres to principles and concepts of the EEO program. Performs other related duties as assigned.

Type of Appointment: Regular Full Time (35-40 hours/week)

Tour of Duty: Some nights and weekends are required. Schedule may be changed based on business requirements. Must be able to travel in order to support MCFTB functions.

Evaluation Criteria: Applicants who meet basic qualifications will be evaluated and ranked in relative order based on the following job related skills, knowledge, and abilities:

Four years of specialized experience (education in a related field may be substituted for experience which demonstrates knowledge of the following: demonstrated ability to effectively communicate, both orally and in writing; ability to develop quality training; ability to maintain effective communication and working relationships with all levels of employees and command, both inside and outside the organization; knowledge of military structure and protocol; ability to exercise initiative in resolving problems, rendering decisions, and carrying out revisions to plans; ability to work effectively with others, to supervise, to facilitate, to run meetings, and to take charge and direct and event when necessary; ability to analyze data and present logical conclusions and recommendations; ability to utilize word processing and desktop publishing software. This is a white-collar position where occasional lifting up to 20 lbs may be required.

Applicants will also be rated on the extent and quality of the total experience, education, training and personal qualifications on their applications.

How to Apply: Interested applicants may submit their applications or resumes to the HR Officer at the above address, by fax (703) 979-3648 or e-mail hendersonhall.vacancies@usmc-mccs.org. They may call (703) 979-8420, extension 306, for further information.

Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 October 2004, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement and present ID card with "TA" stamped in red on front of card.

As part of the employment process, MCCS may obtain a Criminal Record Check and/or an investigative Consumer Report. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization.

MCCS is a drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

MCCS provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the HR department at 703-979-8420, extension 307. The decision to grant an accommodation will be made on a case-by-case basis. It is DoN policy to provide a workplace free of discrimination and retaliation. For your review, the DoN No Fear Act policy link is <https://www.donhr.navy.mil/NoFearAct.asp>.