



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:

07-12

Position: Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.) Trainer
NF-1712-04

Open: 27 Jan 12

Close: 10 Feb 12

Location: Marine Corps Community Services, Headquarters Battalion, Marine Corps National Capital Region Command, Henderson Hall, Arlington, VA 22214-5003

Salary: \$50,000 to \$55,000/year

Who May Apply: All Sources

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

Tour of Duty: Monday through Friday

Tour of duty may change based upon work requirements

SUMMARY OF DUTIES: Reports to the MCFTB Director.

Coordinates and conducts training on Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.), to include: L.I.N.K.S. for Spouses, L.I.N.K.S. for Marines, L.I.N.K.S. for Children, and L.I.N.K.S. for Parents, using standardized templates provided by HQMC. Supervises, depending on the size of the installation, the L.I.N.K.S. Administrative Assistant and manages the position to ensure maximum productivity.

Communicates with and educates Family Readiness Officers and unit Family Readiness Command Teams to promote participation in the program. Attends Welcome Aboard briefs and other public events and functions to promote the L.I.N.K.S. program and recruit participants.

Recruits, trains and supervises L.I.N.K.S. volunteer mentors. Documents L.I.N.K.S. volunteer mentors' training and service hours. Recognizes volunteers in accordance with established guidelines provided by HQMC.

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.

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.

Selects, assigns, appraises, trains, and develops employees fairly and equitably, and adheres to principles and concepts of the EEO program. Oversees and reviews work performance.

Maintains employee-management communications, recognizes employee grievances, administers discipline, ensures position descriptions and individual development plans accurately describe duties of positions. Plans, organizes work and manages internal procedures and resources to ensure maximum productivity and economies.

Ensures OPSEC and Privacy Act compliance.

Adheres to principles and concepts of the EEO program. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: Four years of specialized experience (education in a related field may be substituted for experience) which demonstrates knowledge of the following: 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 an event when necessary; knowledge of community resources for Marines and their families; ability to work with military personnel and family members in crisis and apply effective crisis intervention techniques; 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.

Must be able to accommodate a flexible work schedule, to include weekend and nighttime family briefs/programs. Must be able to travel in order to support MCFTB functions.

A writing demonstration and oral presentation will be required during the interview process.

As part of the employment process, M CCS 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 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 323. 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>.

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