

OHIO 1 DISTRICT
Rural Carrier Academy Instructor – Ad Hoc
Ohio 1



Position Number:

Job Posting Period- August 7, 2026-September 18, 2026

Job Title RURAL CARRIER ACADEMY FACILITATOR, AD-HOC

Facility Location Mansfield 44901

Position Information

TITLE: Rural Letter Carrier Facilitator, Ad Hoc

HOURS: 0750-1600

SCHEDULE: As needed for training purposes - any changes in schedules to perform instructor duties will be considered voluntary and not subject to out-of-schedule premium.

SALARY: Successful ad-hoc Classroom Instructors are paid in accordance with the Rural Carrier National Agreement,

Article 9.2. C.6.Facilitators will be compensated at the **PS-15, Step O hourly rate** for all hours spent performing facilitator duties. This rate is higher than the standard rural carrier rate and is applied only to the hours worked in the facilitator role.

Selection Method / Persons eligible to apply:

Rural Letter Carrier Craft ONLY – Must have a minimum of 1 year experience as Rural Letter Carrier. RCA, ARC's, and 204B's are not eligible. Good attendance, safety, and driving record required. Facilitator must always be in business attire during training hours. Applicant must have a positive relationship with the NRLCA.

Functional Purpose

Instruct newly assigned rural letter carrier and non-career rural carrier assistants on how to correctly deliver the mail in a safe, efficient, and timely manner. Instruction will include interpersonal skills, customer relations, marketing and selling techniques, casing, rural delivery safety and postal products and services.

Requirements:

This section is composed of knowledge, skills, and abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA to enable them to perform these tasks. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to maintain records.
3. Ability to instruct.
4. Ability to maintain effective working relations with other employees under varying circumstances.
5. Ability to understand and comply with written instructions and to give understandable information in written or verbal form.
6. Provide necessary learning experiences through role play, demonstration, and hands on practice.

The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

HOW TO APPLY:

Applicants must complete a PS Form 991 or create a Candidate Profile and Summary of Accomplishments in eCareer. PRINT and MAIL application to the address below for receipt on or before the closing date.

MAIL TO:

Cynthia Mravec, Employee Development Manager
2200 Orange Ave.
Cleveland, OH 44101-9994