



Naval Academy Business Services Division
Job Announcement Number: 24-055
Vacancy Open: June 18, 2024 – July 2, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Recreation Facility Supervisor, NF-1601-03
Flexible (0-40 hours weekly, Non-Benefited)
\$19.50-\$21.00/hour

JOB SUMMARY

The incumbent of this position works for the Naval Academy Business Services Division as the Facility Supervisor of the Brigade Sports Complex (BSC). They are responsible for executing daily operations and facility usage across all athletic centers at the BSC to ensure customer satisfaction in a safe, clean environment by performing necessary work and supervision of team members.

DUTIES & RESPONSIBILITIES

- Supervise and direct the daily activities across all three sports centers (Hockey, Tennis, and Fitness Centers), staff members, and patrons of the facility to ensure the consistent, well organized execution of all scheduled events, activities, and operations at the facility.
- Manage and direct all team members and supervise their work in support of the daily activities in the BSC.
- When in a non-work status and on a contract basis, provide private lessons, group lessons, and clinic instruction to authorized patrons of the BSC and their guests as demand is required.
- Oversee the BSC front desk point of sale and customer service operations including but not limited to knowledge in facility programs, register and employee shift closeout procedures, and cash-handling requirements.
- Ensure compliance with current policies and procedures as needed to support consistent, successful operations at the BSC. Use decision-making skills to professionally and appropriately address rule infractions and other incidents.
- Monitor the environment at the facility for unsafe conditions, and report such conditions to the Assistant Operations & Front Desk Manager as needed.
- Other duties as assigned by the Assistant Operations & Front Desk Manager
- The work requires moderate walking, observing, working with hands, sometimes working with equipment, and moderate to heavy lifting.

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position. Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must have one year of managerial experience, training and developing a team. Management experience in a Recreation/Sports facility preferred.
2. Incumbent must have strong written and oral communication, and customer service experience.
3. Must have experience in a Recreational Facility or Team Sports environment; or other similar high paced work environment.
4. Must have experience using a point of sale system, and basic Microsoft Office programs.

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.

Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.

Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.