



Naval Academy Business Services Division

Job Announcement Number: 25-060

Vacancy Open: November 20, 2025 – December 2, 2025

Area of Consideration: All Qualified Persons

Must be at least 18 years of age to obtain required security clearance

Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Recreation Assistant, NF-0189-02

Flexible (0-40 hours weekly)

\$18.00/hour

Positions Available: 1-2

The BSC Recreation Assistant is a multi-faceted position in a fast paced and exciting environment, ranging from Front Desk to ice rink duties. Employees of the BSC often learn a variety of new skills, such as driving the ice resurfacer, ice rink maintenance, skate sharpening, and racket stringing.

The Rec Assistant works 5-8 hours morning or evening shifts, 2-4 days per week. Primarily weekend shifts, with occasional weekdays for training and events.

JOB SUMMARY

The Recreation Assistant position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD) Brigade Sports Complex (BSC), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

The Recreation Assistant is responsible for assisting in the 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

- Greet guests and members of the facility and provide customer service operations to include facility information and offerings and payment processing
- Manage BSC front desk phone, answer questions, schedule tennis court time, and take messages
- Use Point of Sale (POS) system to accept payment for facility offerings, court reservations, guest fees, member enrollments, group classes, etc. Follow daily transaction, opening and closeout procedures
- Monitor activities and patrons within the facility enforcing rules and policies and ensuring safe conditions, and report any unsafe conditions to the manager
- Provide customers service relations for scheduled birthday parties, ensure the safe and satisfied delivery of contracted requirements for the event
- Monitor ice skating activities within the Hockey Arena enforcing rules and policies and ensuring safe conditions, and report any unsafe conditions to the manager, issue and return ice skates to customers as required
- Be familiar with and ensure that BSC rules and emergency and safety procedures are followed
- Perform cleaning duties such as mopping, sweeping, taking out trash, and other janitorial duties as assigned
- Fulfill all BSC training requirements
- Enforce BSC rules and use decision-making skills to professionally and appropriately address rule infractions and other incidents
- When proper training and approvals are obtained, operate, monitor, and maintain equipment (skate sharpener, racquet stringing machine, resurfacer, ice edger, compressors, etc.)
- Other duties as assigned by the Assistant Operations & Front Desk Manager or Facility Supervisor
- The work requires moderate walking, observing, working with hands, sometimes working with equipment, and moderate to heavy lifting
- Work is performed in an office, various facilities, sometimes cold wet sports environment, crowded areas, and outdoors. Occasional exposure to some refrigeration chemicals (Freon, Glycol)

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

**** Your application must include narratives for each KSA, using specific examples to demonstrate your qualifications and experience.**

1. Incumbent must meet one of the following requirements: Possess six (6) months of experience working in the sports and recreation industry (camp counselor, coach/recreational teacher or aid/assistant, sales associate in a recreation supplies shop, recreational activities coordinator, etc.); OR Successfully completed four (4) years of education beyond high school; OR Successfully completed 24 semester hours in courses related to recreation or physical education. Experience in ice rink operations and maintenance is preferred.
2. Experience in customer service, with strong verbal and written communication skills.
3. Demonstrated ability to multitask, adapt, be a self-starter, and be willing to learn new skills.
4. Demonstrated ability to recognize proper identification for patrons, and enforce safety and emergency procedures.
5. Experience using a POS (Point of Sale) system or Cash Register.

QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

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 be able to obtain and maintain a 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
- Probationary period: Flexible employees are employed based on the needs of the business.
- Must be able to understand and communicate in English

APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Please visit the employment website <https://www.usnabsd.com/about/careers/> or email nabsdjobs@usna.edu if you need assistance.

Resumes must not exceed 2 pages.

Apply Here: <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

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:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** most current military member's PCS orders, submit spousal request form – (***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

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 Noon on the closing date listed above will not be considered.

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, complete a pre-hire health screening, 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 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, 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.