

Position: Athletic Equipment Assistant	Position Number:
Department: Physical Education/Athletics	FLSA: Non-exempt
Reports to: Director, PE/Athletics	Salary Grade: 110

Summary

Provides utility services in support of physical education, training, and athletic programs. Maintains athletic equipment inventory, locker rooms, sports courts, and related facilities in safe and clean status. Ensures cleanliness and workability of equipment, uniforms, clothing, and supplies.

Essential Duties and Responsibilities

- Checks out equipment to students, staff and athletic participants. Issues towels, PE clothing, athletic game gear and equipment. Washes and re-issues laundry. Keeps appropriate records and notifies coaches and instructors of what students have received.
- Prepares equipment and set up for physical education and athletic events. Determines needs, gathers equipment, makes sure it is in working order, sets up location according to faculty instructions.
- Measures, marks, and sets up fields for athletic events. Operates machines that apply boundaries to sports fields. Ensures that equipment such as bases, hurdles, flags, etc., are in the proper location. May oversee student workers.
- Maintains and conducts an inventory of equipment and supplies. Counts physical education and athletic supplies and determines equipment needs.
- Oversees and coordinates the weight room during open times for student use and scheduled times for athletic teams. Maintains security and safety of students and equipment.
- Fits athletes with the proper equipment and uniforms appropriate for the sport of participation.
- Maintains, repairs, and replaces equipment. Orders equipment from established vendors.
- Reports unsafe facilities and conditions to maintenance for repair.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a basic level of knowledge of the policies and procedures connected with physical education, athletics, and facilities use. Must have a basic knowledge of sporting event rules and procedures. Must be familiar with safety rules and procedures, in particular those relating to blood borne pathogens and chemical hazards. Must be familiar

with the proper use of first aid procedures. Requires knowledge of general custodial and laundry procedures. Requires knowledge of equipment repair.

- **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to operate all of the equipment of the position in a safe manner. Must be able to perform all of the duties in a safe manner. Must be able to prioritize and coordinate work in order to meet class and event schedules. Must be able to maintain awareness to health risks associated with body fluids.

- **Physical Abilities**

Position involves periods of extended standing plus light to medium work including stooping, kneeling and carrying and lifting of light to medium weight materials (10 to 50 pounds). Infrequently required to lift weights in excess of 50 pounds. Requires normal hand-eye and arm, hand, finger dexterity sufficient to operate power and hand tools. Requires visual acuity sufficient to read MSDS and equipment operating instructions.

- **Education and Experience**

High School degree or equivalent required. Minimum of three years experience or education in the area of physical education and athletics or equivalent required. Requires a Hepatitis C vaccination.

- **Licenses and Certificates**