STATE CENTER COMMUNITY COLLEGE DISTRICT
ATHLETIC EQUIPMENT MANAGER

DEFINITION

Under direction performs duties related to the maintenance, repair and storage of athletic equipment and supplies.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from others by the responsibility for specific activities and work being oriented to maintenance of instructional and competitive environments.

EXAMPLES OF DUTIES

Duties include set up of gymnasium for PE classes and athletic contests; cleaning and maintenance of courts and surrounding areas; repairing and maintaining in working condition all athletic equipment; wash, dry and fold towels and athletic team uniforms; maintaining running inventory of athletic supplies and equipment, ordering, receiving and processing supplies, equipment, and uniforms. Assisting in the administration of first aid as needed. Assigning and reviewing the work of students assigned to the department. Perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal or informal education equivalent to completion of the twelfth grade and a valid first aid certificate.

Experience: Experience in handling athletic equipment related to a high school or collegiate sports program and in performing first aid for athletes.

Knowledge, Skills and Abilities: Knowledge of athletic equipment quality, cost, types, and durability, materials used for athletic equipment, various types of athletic events, and athletic equipment cleaning methods, safety procedures related to the use and maintenance of athletic equipment. Knowledge of and skill to assemble athletic equipment and set up for PE classes and athletic events. Skill to maintain team rosters, purchase and inventory records and files, perform mathematical calculations, maintain athletic equipment inventory, identify unsafe or broken athletic equipment, repair sports equipment, administer first aid treatment for a wide variety of athletic injuries. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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Approved: May 16, 1991
Revised by PC: August 17, 2010
Salary Range: 50