

ATHLETIC EQUIPMENT MANAGER

NATURE OF WORK

This is manual and specialized work in issuing athletic equipment, ensuring that athletic equipment is returned and repairing athletic equipment.

Work involves issuing athletic equipment to students, faculty members, and staff, keeping lists of equipment issued and returned and making minor repairs to equipment. Supervision may be exercised over student helpers. Work is performed independently under general supervision of a building manager and is reviewed by observation of results obtained and by internal audits.

ILLUSTRATIVE EXAMPLES OF WORK

Issues a variety of athletic equipment of physical education classes and participant in varsity, intramural and other school sport events; maintains lists of equipment and materials on loan; collects fees for equipment rental and sale; makes minor repairs to equipment; initiates orders for new equipment.

Issues towels to participants; prepares towels for laundering service; prepares uniforms and other materials for dry cleaning.

Assists with the organization of student sport events; assists in enforcing athletic and building rules and regulations.

Ensures that student helpers are on duty; instructs student helpers as to their duties.

Conducts periodic inventories; administers first aid for minor injuries.

Assists with placing and moving furniture and other equipment; unlocks doors of a variety of equipment and athletic rooms for students.

Perform related work as required.

REQUIREMENTS OF WORK

Experience in the care and issuing of athletic equipment; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of the techniques involved in the repair and care of a variety of athletic equipment.

Knowledge of the various materials used to repair athletic equipment.

Knowledge of first aid techniques.

Ability to maintain inventories.

Ability to establish and maintain effective working relationships with students, coaches, and faculty members.

Ability to read and understand written and oral instructions.

Ability to instruct student helpers.

Skill in the repair of athletic equipment.

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