

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ATHLETIC EQUIPMENT MANAGER

BASIC FUNCTION:

Issue, maintain and store athletic and physical education equipment; set up physical education and athletic facilities as needed; maintain inventory and other routine records; monitor appropriate budgets.

REPRESENTATIVE DUTIES:

Maintain athletic and physical education equipment, supplies and uniforms in good repair and in a sanitary condition; arrange for equipment to be cleaned and reconditioned. (E)

Issue uniforms, equipment and supplies for class, practice and competitive use; properly fit uniforms and equipment to assure adequate protection for athletes. (E)

Receive, clean, repair, mend and store clothing for subsequent use; sort and process clothing for cleaning; launder washable items, which may include handling items soiled with bodily fluids; inspect clothing and equipment for damage and note lost or missing items. (E)

Prepare clothing, equipment, and supplies for competitive games; pack and load equipment for trips and control equipment use at athletic events; travel and drive to athletic events as required. (E)

Issue lockers and towels; sort, wash, dry and store towels and clothing, which may include handling items soiled with bodily fluids; communicate to students proper care of clothing and equipment and use of locker facilities. (E)

Monitor athletic/PE equipment budgets; maintain inventory records; research, order and receive a variety of supplies according to established guidelines and procedures. (E)

Set up for athletic events, physical education classes; line fields, set up nets and spectator areas as required; operate a variety of equipment including paint and chalk line marker, washer and dryer, electric cart, air ladder, power blower, and sewing machine. (E)

Organize and maintain equipment storage rooms, exercise rooms, athletic facilities, locker rooms and shower facilities; determine needs for new or replacement athletic and PE equipment; emergency custodial duties. (E)

Administer first aid for minor injuries. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Standard first aid.

Materials and equipment used in team and individual sports.

Methods of maintaining physical education facilities in a clean and sanitary condition.

Health and safety regulations.

Proper methods of fitting various athletic uniforms and equipment to provide adequate protection.

ABILITY TO:

Issue and maintain athletic and physical education equipment.

Maintain inventory and other routine records.

Mend and repair athletic clothing and repair equipment used in sports activities.

Operate a variety of tools and equipment related to an athletic and locker room environment.

Establish and maintain cooperative and effective working relationships with others.

Learn, apply and explain applicable District policies, rules and regulations.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience handling athletic equipment in a physical education or athletic environment.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid Certificate.

Valid Driver's License.

ENVIRONMENT:

Evening or variable hours.

Indoor and outdoor work environment.

PHYSICAL ABILITIES:

Bending at the waist.

Carrying, pushing or pulling.

Dexterity of hands and fingers to operate a sewing machine, power blower, air ladder, and electric cart.

Climbing ladders and working from heights.

Heavy physical labor.

Driving a vehicle to conduct work.

Reaching overhead, above the shoulders and horizontally.

January 10, 2007

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