

ATHLETIC EQUIPMENT ASSISTANT

DEFINITION

To assist in the receipt, storing and issuance of athletic equipment and supplies; to set up rooms and athletic fields for use; and to perform custodial duties in and around the gymnasium.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

May receive technical and functional supervision from higher level departmental personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist in the storing, issuing and inventorying of athletic equipment for use by the competitive sports programs and physical education classes.

Maintain accurate records in the assignment of lockers, uniforms and athletic equipment and supplies.

Inspect equipment and facilities for needed repairs and report to appropriate personnel.

Make medical appointments for injured students and notify parents, hospital and ambulance as necessary.

Sort clothing for laundry and process as required.

Clean and disinfect locker rooms, shower areas and facilities including floors, walls and fixtures.

Assist in the marking of fields for athletic events and provide appropriate equipment.

Assist in the repairing of athletic equipment and clothing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and techniques involved in the cleaning of athletic equipment and facilities.

Equipment, materials and supplies used in competitive sports.

Safe work procedures.

Principles and practices of recordkeeping.

Basic mathematic principles.

(Over)

MINIMUM QUALIFICATIONS (CONTINUED)Skill to:

Maintain and repair athletic equipment and clothing.
Correctly use common cleaning equipment and materials.
Follow oral and written directions.
Establish and maintain cooperative work relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in the maintenance and repair of athletic equipment and facilities.

Training:

Equivalent to completion of the twelfth grade.