

**ATHLETIC EQUIPMENT MANAGER I  
ATHLETIC EQUIPMENT MANAGER II**

**DEFINITION**

To receive, store, issue and repair all athletic equipment used in the competitive sports program and physical education classes; to direct the operations of the physical education facilities; and to coordinate the community service functions and events using the college physical education facilities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager.

Exercises technical and functional supervision over student assistants

**DISTINGUISHING CHARACTERISTICS**

The Athletic Equipment Manager II drives a van delivering student athletic teams and equipment to athletic events.

**EXAMPLES OF DUTIES**

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

Athletic Equipment Manager I

Receive, inspect, store, issue and control physical education equipment and uniforms; request replacements as needed.

Sort and process clothing for cleaning and laundering as required.

Direct and participate in the packing and loading of equipment for trips and controlling its use at athletic events; transport athletic equipment to and from sports events.

Prepare space and facilities for visiting teams and groups.

Identify repair or maintenance problems within assigned facility and notify appropriate personnel.

Ensure equipment storage rooms are maintained in a clean and orderly condition.

Assign, or oversee the assignment of, lockers and maintain appropriate records; direct the cleaning and maintenance of lockers at periodic intervals to ensure safe operation.

Assist in setting up and carrying out physical education activities and athletic events.

Provide basic first aid services for athletes.

Assist in the ordering and pricing of athletic equipment and make recommendations for major expenditures.

**EXAMPLES OF DUTIES (CONTINUED)**

Measure, lay out and line athletic fields in preparation for athletic events.

Meet with members of community groups and organizations to assess facility rental needs; establish and maintain cost and rental records.

Estimate rental costs for facility usage; process billing records.

Schedule staff for community service and athletic events, set-up facilities and direct the clean-up and tear-down of athletic and related equipment.

Perform related duties as assigned.

Athletic Equipment Manager II

Drive athletic teams to athletic events away from the college campus in an appropriate van or bus.

**MINIMUM QUALIFICATIONS**

Athletic Equipment Manager I

Knowledge of:

Equipment, materials and supplies used in competitive sports.

Principles, practices and methods of receiving, storing, inventorying and maintaining athletic equipment.

Principles and techniques of applying first aid.

Safe work procedures.

Principles of basic high school mathematics.

Skill to:

Establish and maintain effective working relationships with those contacted in the course of work.

Administer routine first aid to injured athletes.

Communicate effectively, both orally and in writing.

Order, receive, inventory and repair athletic equipment used in competitive sports and physical education classes.

Athletic Equipment Manager II

Drive a bus or van with student athletes aboard safely and competently.

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 and Training (Continued)

Experience:

Three years of experience in the maintenance and operation of an athletic facility with some supervisory experience.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain a valid California driver's license.

Athletic Equipment Manager II

Ability to obtain a class 2 California driver's license.