



**Classification Title: Athletic Equipment Assistant**

<b>Department:</b>	Athletics	<b>EEO6 Code:</b>	7
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	11
<b>Supervision Received From:</b>	Director, Athletics	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Assists in a variety of functions involved in athletic equipment handling and facility operations as they pertain to inter-collegiate athletics and kinesiology classes; stores, issues, repairs, launders, controls and maintains athletic apparel, equipment and supplies for student and athlete use.

**DISTINGUISHING CHARACTERISTICS.**

The Athletic Equipment Assistant is responsible for ordering, issuing, repairing, setting up, maintaining and monitoring the use of athletic equipment, supplies, uniforms and facilities for assigned individuals and organized sports events and classes. Athletic Equipment Assistant is distinguished from Athletic Equipment Specialist in that an incumbent in the latter class is responsible for providing lead work guidance to the former and performs a wider range of responsibilities involved in the care and maintenance of athletic equipment, apparel and facilities, requiring a more diverse skill set and knowledge base.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Receives, organizes, stores, issues and controls an inventory of physical education and athletic equipment, supplies, apparel and uniforms; responds to coaches' uniform and equipment needs; orders a variety of equipment and uniforms as directed; receives orders, inspects for deficiencies and shortages and notifies the Director, Athletics of any problems; issues and distributes a variety of equipment, uniforms and supplies for classes, practices and competitive sporting events; collects equipment and uniforms, identifies missing or damaged items; regularly performs inventory of equipment, supplies and uniforms; prepares clothing, equipment and supplies for athletic events, assists in packing and loading equipment for team trips, and monitors equipment use at athletic events; cleans, rotates and issues locks and lockers to athletes and students and provides combination; maintains log of locker assignments.
2. Maintains athletic and physical education equipment, supplies and uniforms to ensure student safety and health; inspects clothing and equipment for damage; cleans, repairs and reconditions equipment; sorts clothing for cleaning and launders washable items; mends and stores uniforms.
3. Sets up equipment for athletic events as assigned; assists in securing and closing assigned facilities; locks and unlocks doors and vending areas in accordance with established schedules; reports sanitation and safety issues and hazards to appropriate staff.

4. Ensures the District's athletic teams enter their competitions equipped to meet collegiate-level standards of safety and appearance; ensures facilities are safe, operative and meet compliance standards of governing authorities, such as the California Community College Athletics Association (CCCCAA).
5. Trains and oversees the work of student assistants in performing routine duties in the equipment room.

**Marginal Functions:**

1. Maintains records and logs.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** One year of experience in maintaining athletic facilities, uniforms, equipment and supplies in an organized setting of student athletes.

**Education/Training:** Equivalent to completion of the twelfth grade.

**Knowledge of:**

1. Materials, supplies, uniforms and equipment used in team/individual sports and physical education classes.
2. Methods and techniques to properly launder, repair and recondition equipment and uniforms.
3. Methods of maintaining physical education facilities in a clean and sanitary condition.
4. Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
5. Basic methods and techniques for setting up athletic equipment.
6. Health and safety regulations relevant to assigned areas of responsibility.
7. Basic recordkeeping techniques.
8. Requirements outlined in the National Operating Committee on Standards of Athletic Equipment (NOCSAE).

**Skill in:**

1. Issuing, maintaining and repairing athletic and physical education equipment.
2. Maintaining athletic facilities and equipment room in clean and sanitary conditions.
3. Understanding, explaining and applying policies, rules and regulations related to areas of responsibility.
4. Evaluating athletes' uniforms and protective equipment needs and properly fitting uniforms/equipment to ensure adequate protection and comfort.
5. Operating a variety of tools and equipment related to an athletic facility.
6. Performing minor maintenance and repairs as assigned.
7. Overseeing and directing the work of student assistants.
8. Understanding and following oral and written instructions.
9. Communicating clearly and effectively, both orally and in writing.

10. Performing administrative practices and procedures, including recordkeeping and filing.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with all those encountered in the course of work.

#### **WORKING CONDITIONS.**

**Environmental Conditions:** Incumbent works in athletic locker rooms and the equipment room where the noise level is usually moderately quiet and are exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to finger, handle, feel or operate objects, tools and reach with hands and arms; frequently walk, sit, climb or balance, stoop, kneel, crouch or crawl; lift and/or move up to 50 pounds and occasionally up to 100 pounds.

#### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.