

Vail School District

Job Description

Job Title: ATHLETIC EQUIPMENT MANAGER

Department: School

Reports To: Athletic Director

FLSA Status: Non-exempt

Classification: Level 10

Created: 06/20/2009

Approved: 07/28/2009

SUMMARY: Coordinates a variety of duties dealing with the purchasing, distribution, and maintenance of athletic equipment and uniforms to all student athletes for the school's athletic programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Under the direction of the athletic director, this position orders, receives, unpacks and examines, inventories, maintains, and issues all athletic equipment, uniforms, and supplies used by the athletic teams.
- Provides for adequate storage of all athletic equipment.
- Follows approved procedures to safely and securely store athletic equipment, uniforms, and supplies.
- Oversees daily fitting and adjustment of gear with direction from the Athletic Trainer.
- Oversees laundry and locker room maintenance; washes soiled uniforms and other supplies or arranges to have uniforms and supplies laundered.
- Supervises the transportation of athletic equipment to off-campus events, as needed; oversees the setup of equipment for both home and away games, and ensures the availability of needed equipment for visiting teams and officials.
- Requisitions supplies and equipment.
- Inspects supplies in stock to detect those requiring repair or cleaning; repairs torn or damaged equipment, uniforms, or supplies or sends items out for repairs.
- Collects fees from student athletes for damaged or lost uniforms, equipment, or supplies.
- Accompanies team on trips.
- Prepares cost estimate for supplies.
- Employee agrees to abide by the Code of Ethics as set forth by the assigned school.

SUPERVISORY RESPONSIBILITIES

Oversees and coordinates the work of lower level athletic equipment staff and/or students engaged in the day-to-day performance of related activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Previous experience working with sports programs/teams is preferable.
- Any combination of education, training, and experience that provides the required knowledge and abilities, as approved by the site Principal.

ABILITIES

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Self-motivated, highly organized, and detail-oriented.
- Ability to establish and maintain cooperative working relationships with employees, coaching staff, student athletes, student volunteers, community members, vendors, and the general public.
- Ability to manage a flexible work schedule including being present at all practices, games, and other events as needed.
- Demonstrated basic proficiency in using a computer, including word processing, spreadsheets, email, and Internet.
- Knowledge of basic budgeting, accounting principals, and record keeping procedures.

LANGUAGE SKILLS

Ability to read and comprehend documents such as instructions, safety rules, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively present information one-to-one and in small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona driver's license and minimum auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee may stand or walk for prolonged periods of time during an athletic activity and may sit for prolonged periods of time during travel to or from an athletic activity. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORKING HOURS

This position requires working flexible hours, including evenings and weekends; requires travel to attend events/activities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold.

The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.

TRAVEL

Travel is occasional in the local area with frequent trips within the state during athletic seasons.