NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title: PE/Athletic Equipment Coordinator  Range: 31
Date Revised:  Date Approved: April 8, 2003

PRIMARY PURPOSE
This position is responsible for receiving, storing, issuing, and repairing equipment, supplies and clothing used in physical education classes and competitive sports; and assuring that equipment and facilities are prepared in a timely manner for athletic events according to established procedures.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Receives, stores, and maintains inventories of equipment used in District physical education and athletic programs.
2. Issues clothing, towels, protective pads, shoes, and other equipment; fits athletes with appropriate clothing and equipment; assures that equipment issued to athletes and students is returned.
3. Inspects, repairs and maintains equipment, supplies and clothing.
4. Maintains equipment room and related facilities in a clean, orderly and sanitary condition; assures security of locker room.
5. Maintains inventory of equipment, supplies and clothing; assigns lockers and maintains records of lock combinations.
6. Assists coaches in determining uniform and equipment needs; prepares and processes purchase requisitions.
7. Travels with athletic teams as assigned; operates scoreboard at home athletic events; ensures availability of facilities; provides equipment items and makes emergency repairs at athletic events as needed.
8. Remains current on developments and products in athletic equipment and supplies; contacts vendors to determine product price, quality and availability.
9. Trains and provides work direction and guidance to others as directed.
10. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11. Performs related duties as assigned.

OTHER FUNCTIONS
WORKING RELATIONSHIPS
The PE/Athletic Equipment Coordinator maintains frequent contact with various departments, athletes, coaches, faculty, students enrolled in physical education courses, and outside vendors.

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum of one (1) year of increasingly responsible experience in the maintenance of physical education or athletic equipment

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of equipment, materials, and supplies of a college athletic physical education program
Knowledge of methods of cleaning, maintaining and preparing of athletic uniforms and equipment
Knowledge of proper methods of storing equipment, materials and supplies
Knowledge of record keeping techniques
Knowledge of appropriate health and safety precautions and procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Ability to maintain and repair clothing and equipment
Ability to operate various athletic equipment and tools
Ability to operate a computer terminal
Ability to maintain records and prepare reports
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver’s License

WORKING CONDITIONS
Indoor and outdoor environment; subject to adverse weather conditions; subject to lifting (up to 50 pounds unassisted), extended standing, repetitive bending and stooping; subject to exposure to cleaning agents.