

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

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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 GED

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.
