

LEAD ATHLETIC EQUIPMENT ASSISTANT

Function of Job:

Under general supervision of designated supervisor, to assist with equipment room operations; supply, maintain, inventory, repair, clean equipment issued to athletes, secure equipment/supplies needed for games and practices, and maintain records and reports as required.

Characteristic Duties and Responsibilities:

1. Assist equipment manager in equipment room operations and assume responsibilities in manger's absence.
2. Coordinate packing supplies and equipment for team travel.
3. Travel with teams as assigned.
4. Receive and dispense equipment room supplies and maintain records of all equipment/supplies issued and returned.
5. Perform periodic inventories of stock on hand and advise manager of low/inadequate stock.
6. Repair minor damages to equipment and clothing and arrange for repair of more seriously damaged items with suppliers.
7. Perform routine maintenance on equipment as needed.
8. Clean or arrange for cleaning of equipment and laundering of clothing.
9. Make records and bill individuals responsible for lost or stolen items.
10. Fit students with athletic equipment such as uniforms, shoes, pads, helmets, etc. and coordinate special orders as needed.
11. Supervise students and staff as assigned.
12. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and one year of related experience.
2. Knowledge of sports equipment and equipment room operations.
3. Ability to communicate effectively with students, staff and visitors.
4. Ability to repair equipment, clean and sew clothing.
5. Supervisory skills.
5. Computer skills, if required by organizational unit to which assigned.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.

Additional Desirable Qualifications:

1. Athletic background.
2. Supervisory experience.
3. Knowledge of athletic programs in higher education.

12/27/97

System Approval

12/27/97

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.