

LACKAWANNA TRAIL SCHOOL DISTRICT

Title: Equipment Manager

Date: April 24, 2008

Reports to: Athletic Director
Secondary Principal(s)

Approved by: Superintendent

Job Summary: Responsible for maintaining, securing, distributing and receiving athletic equipment and athletic uniforms for all sporting events. Performs job related duties as assigned.

Qualifications: Knowledge and/or background in athletics and equipment
Effective communication skills
Ability to work cooperatively with the coaches and administrators
Ability to follow oral and routine instructions
Ability to work without direct supervision
Ability to maintain necessary records
Demonstrate excellent character and serve as a good example to student athletes

Primary Duties and Responsibilities:

1. Works cooperatively with others and accepts direction from Athletic Director
2. Cooperates with head coaches and coaching staff, administration, athletic director, and students to promote the best interests of the entire athletic program
3. Understands the proper administrative chain-of-command and refers all requests or concerns through proper channels
4. Supervises athletic equipment storage
5. Maintains, secures, distributes, and monitors inventory of all athletic equipment
6. Assists coaches with issue and collection of athletic equipment
7. Prepares records for equipment tracking and inventory
8. Maintain condition of equipment and recommends repairing when needed
9. Coordinates collection of equipment at the end of season, works with the Athletic Director and administration concerning bill preparation for unreturned equipment, and adjusts inventory accordingly

10. Receives, counts, labels, stores, and issues new equipment
11. Works with the Athletic Director and head coaches to evaluate new products
12. Establishes guidelines/policies in conjunction with Athletic Director regarding equipment room(s) operation
13. Assists the Athletic Director in preparing general equipment and athletic uniform and equipment budgets
14. Performs any other duties that are consistent with the nature of the position and that may be required by the Athletic Director and/or the administration

Physical Demands: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to bend, twist, kneel and stoop
Ability to lift/carry material weighing 35 lbs. or more

Sensory Abilities: Visual acuity
Auditory acuity

Temperament: Must be cooperative, congenial and service oriented
Must possess excellent interpersonal skills [i.e., shows respect for others, actively builds trust, demonstrates honesty/fairness.

Cognitive Ability: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to exercise good judgment

Specific Skills: Must possess excellent communication skills
Spelling, mathematics, filing, and keyboarding

License: None

[Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job].