



Athletic Equipment Assistant-Long Term Sub

Updated: September 2024

Reports to: Associate Athletic Director/Director of Athletics

Status: Long Term Sub – Immediate through end of February 2025

Schedule: Part-time Temporary; Actual hours will be assigned per the needs of Athletic Department

- Roughly 1-5pm (Monday-Friday, Saturday- TBD based on game schedule)

Benefits-Sick time as provided by the MA Sick Time Law

Summary Description:

The Athletic Equipment Assistant is responsible for planning, organizing, managing, maintaining and ordering all equipment needed for athletic teams. This position supports the day-to-day operation of the athletic department's equipment room to ensure a clean, orderly and efficient operation by performing the essential functions of the role.

Essential Functions:

- Issue equipment and distribute uniforms to student athletes each game day.
- Coordinate equipment needs with coaches and assist as needed.
- Arrange proper team equipment for off campus games.
- Oversee and supervise the proper set up of equipment at home games for each team.
- Coordinate maintenance of all scoreboards and time keeping devices.
- Charge scoreboards, equipment and technology batteries as needed.
- Meet the daily needs of faculty, students and parents.
- Inventory and account for all equipment and uniforms at the conclusion of the fall season.
- Process billing for all unreturned uniforms and equipment.
- Prepare equipment for annual reconditioning and certification – football helmets, lacrosse helmets.
- Inspect all athletic equipment for integrity. Assure that all athletic equipment in service meets certification standards.
- Inventory and prepare equipment and uniforms for the beginning of each season.
- Monitor coaches closet in gym providing balls/supplies for weekend activities.
- Receive, unpack, label, inventory and stores any and all new equipment, uniforms, or field equipment.
- Upkeep and repair as needed department equipment – ie basketball shooting machine, squash machine, golf simulator
- Organize and maintain equipment rooms and all athletic storage spaces inclusive of the athletic center and outdoor field storage areas.
- Make purchasing recommendations to the Associate Athletic Director.
- Oversee the operation of laundry and laundry equipment. Coordinate service/repair with aid of Associate Athletic Director if needed.
- Launder uniforms and practice gear.
- Oversee and monitor all activities in the athletic center during assigned shift.
- Assist student workers in the equipment area each season.
- Provide various administrative support such as fielding and directing calls, record keeping, roster tracking, office supply management and computer processing.
- Manage and oversee all athletic centers use by outside groups for rental purposes when assigned; communicate with designated contact person and see that the facilities are cared for in an appropriate manner.

- Check in all assigned game officials up on arrival to athletic center.
- Welcome and greet visiting teams upon arrival to the athletic center.
- Assign visiting team locker rooms.
- Manage and monitor all locker rooms; assign lockers and maintain register of both.
- Oversee and monitor the activity in the coaches and officials locker rooms
- May be responsible for light custodial duties periodically.
- Execute established standards and procedures for work as members of Athletics Staff
- Plan work schedule to ensure adequate service; schedule equipment room hours of operation to accommodate practices and games.
- Manage athletic department “lost and found”.

Additional Responsibilities:

- Required to wear proper attire, consistent with school’s dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as needed or assigned

Qualifications:

- Ability to effectively interface with all levels of the school community
- Motivated self-starter, strategic thinker, with organization and initiative
- Should be strategically oriented, enthusiastic, genuine, and an effective manager
- Exceptional interpersonal and communication skills
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Solid working knowledge of Microsoft Office Suite, (Word, Excel) Internet
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have a valid driver’s license

Physical Qualifications:

The person in this position:

- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 50 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.