

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Athletic Equipment Manager

BASIC FUNCTION: Under the supervision of the area Dean, performs a variety of duties related to athletic equipment, including: ordering and receiving; inventorying and recording; issuing, repairing and maintaining supplies, equipment and uniforms.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Orders or recommends, receives stores and maintains inventories of equipment used in college athletic programs.
2. Contacts vendors to determine prices, availability and quality of products; follows up with vendors on purchase requisitions and delivery dates.
3. Receives athletic equipment and supplies; matches received items with purchase requisition and packing slip; and works with the athletic department instructional department specialist to resolve invoices.
4. Maintains a variety of records and reports. May include inventory, assist in accounting and budget responsibilities.
5. Fits athletes with appropriate clothing and equipment; issues clothing and uniforms, towels, protective equipment, shoes and other equipment; assures that equipment issued to athletes is returned.
6. Launders, cleans and inspects clothing, uniforms and equipment for needed repairs; maintains and repairs equipment as needed.
7. Maintains equipment room and related facilities in a clean, orderly and sanitary condition; oversees security of locker and equipment rooms.
8. Issues lockers to student athletes; assists with combination problems; changes locker combinations after completion of the season; sanitizes, cleans and submits work orders to repair lockers.
9. Answers phones and responds to inquiries and requests for information regarding athletic programs, locker room operations and procedures; assists in resolving complaints regarding equipment, uniforms and lost items.
10. Travels with athletic teams as assigned; attends home athletic events; provides equipment items; and makes emergency repairs to equipment at athletic events as needed.
11. Remains current on developments and products in athletic equipment and supplies.
12. Trains and supervises student athletic equipment managers.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Two years closely related experience in athletics or equipment management is required.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

KNOWLEDGE OF: Equipment, uniforms, machinery, and supplies used in a college athletic program; cleaning, maintaining, repairing, and storing of athletic uniforms and supplies; principles and procedures of record keeping; oral and written communication skills; interpersonal skills using tact, patience, and courtesy; and health and safety regulations.

ABILITY TO: Stock, receive, issue, maintain, and repair clothing and equipment; operate various equipment, including washers, dryers, and sewing machines; maintain accurate and orderly records; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative and effective working relationships with others; meet schedules and deadlines; train and provide work direction to others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, vendors, suppliers, students, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.