

## **Position Description** **Athletic & Kinesiology Assistant**

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**Position** ..... Athletic & Kinesiology Assistant

**Department/Site** .....

**FLSA** ..... Non-Exempt

**Evaluated by** .....

**Salary Range** ..... 29

### **Summary**

Provides utility services in support of physical education, training, and athletic programs. Maintains sports equipment inventory, locker rooms, sports courts, and related facilities in safe and clean status. Ensures cleanliness and workability of equipment, uniforms, clothing, and supplies.

### **Essential Duties and Responsibilities**

- Coordinates with coaches and athletic administration to requisition, receive, unpack and examine inventory.
- Issues athletic equipment, uniforms and supplies.
- Maintains records related to daily and long range checkout of equipment and clothing including billing for lost or stolen items.
- Oversees the transportation of athletic equipment to off-campus athletic events.
- Oversees the pre and post-game setup of equipment for athletic events
- Ensures the availability of needed equipment for visiting teams and officials.
- Monitors supply stock.
- Ensures that equipment and uniforms are clean and in good repair.
- Assign lockers.
- Oversees the use of equipment and supplies by outside groups.
- Oversees the inventory of equipment and uniforms.
- Provides guidance in the safe operation of equipment and supplies.
- Counts, issues and maintains towels used by students. Maintains inventory of needed supplies. Washes towels and gym suits. Changes combinations on locker locks.
- Cleans and maintains outdoor physical education areas. Ensures that facilities are locked securely when assigned schedule is completed.
- Checks out equipment to students, staff and athletic participants. Issues towels, PE clothing, athletic game gear and equipment. Washes and re-issues laundry. Keeps appropriate records and notifies coaches and instructors of students have received.
- Prepares equipment and set up for physical education and athletic events. Determines needs, gathers equipment and ensures it is in working order, sets up location according to faculty instructions.
- Maintains and conducts an inventory of equipment and supplies. Counts physical education and athletic supplies and determines equipment needs.
- Verifies eligibility to perform in intercollegiate sports before issuing a uniform to a student athlete.
- May oversee and/or coordinate with student help for supervision of the weight room during open times for student use and scheduled times for athletic teams.
- Fits athletes with the proper equipment and uniforms appropriate for the sport of participation.
- Maintains, repairs, and replaces sports equipment. Orders equipment from established vendors.
- Performs other duties as assigned that support the overall objective of the position.

# **Position Description**

## **Athletic & Kinesiology Assistant**

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### **Qualifications**

#### **Knowledge and Skills**

- Requires a basic level of knowledge of the policies and procedures connected with physical education, athletics, and facilities use.
- Must have a basic knowledge of sporting event rules and procedures.
- Must be familiar with safety rules and procedures, in particular those relating to blood borne pathogens and chemical hazards.
- Must be familiar with the proper use of first aid procedures.
- Requires knowledge of general custodial and laundry procedures.
- Requires knowledge of equipment repair.

#### **Abilities**

- Requires the ability to independently perform all of the duties of the position efficiently and effectively.
- Must be able to operate all of the equipment of the position in a safe manner.
- Must be able to perform all of the duties in a safe manner.
- Must be able to prioritize and coordinate work in order to meet class and event schedules.
- Must be able to maintain awareness to health risks associated with body fluids.

### **Physical Abilities**

- Incumbent is required to perform work of an active nature, requiring sufficient physical stamina to carry out duties.
- Requires auditory ability to project voice to a small group.
- Involves periods of extended standing plus light to medium work including stooping, kneeling and carrying and lifting of light to medium weight materials (10 to 50 pounds).
- Requires the ability to lift weights in excess of 50 pounds on an occasional basis.
- Requires normal hand-eye and arm, hand, finger dexterity sufficient to operate power and hand tools.
- Requires visual acuity sufficient to read MSDS and equipment operating instructions.

### **Education and Experience**

- A high school diploma, or the equivalent, and two years of custodial or athletic equipment experience.

### **Licenses and Certificates**

- May require a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.