

Position Description

Athletics Operation Assistant

Position Athletics Operation Assistant

Department/Site Kinesiology & Athletics

FLSA Non-Exempt

Evaluated by Dean of Kinesiology & Athletics

Salary Range 29

Summary

Provides utility services in support of physical education, training, and athletic programs. Provides assistance to the Sports Information Coordinator.

Essential Duties and Responsibilities

- Assists with updating and maintaining internet and intranet web pages for athletics.
- Prepares and maintains files and records related to Citrus College Athletics programs.
- Assists with production of schedules and marketing materials for athletics.
- Assists with game day operations for Sports Information.
- Assists Coaches and Sports Information Coordinator with statistical reporting requirements to CCCAA and WSC and SCFA conferences.
- Assists with eligibility processing of athletes.
- Assists with coordinating special athletic events.
- May assist with supervision of game events as needed.
- 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.
- Assists with the inventory of athletic equipment, uniforms and supplies.
- Verifies eligibility to perform in intercollegiate sports before issuing a uniform to a student athlete.
- Maintains, repairs, and replaces sports equipment as needed.
- Prepares equipment and set up for athletics events.
- Performs other duties as assigned that support the overall objective of the position.

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 knowledge of sporting event rules and procedures.
 - Requires knowledge of athletic equipment.
 - Requires well-developed language and writing skills to be suitable for communications.
 - Requires sufficient English language skill to edit technical and policy copy for grammar, syntax, clarity and content.
 - Requires an understanding of statistical requirements of individual sports.
- **Abilities**
 - Requires the ability to independently perform all of the duties of the position efficiently and effectively.

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- 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 experience working in a college-level athletic program.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.