

DESERT COMMUNITY COLLEGE DISTRICT

SENIOR EQUIPMENT MANAGER FOR KINESIOLOGY & ATHLETICS

BASIC FUNCTION

Under the direction of the Director of Kinesiology and Athletics or assigned supervisor, perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials.

REPRESENTATIVE DUTIES

1. Set up & breakdown of courts & fields for Kinesiology Activity Classes. *E*
2. Oversee student workers assigned to Kinesiology & Athletics. *E*
3. Assist student athletes with proper fitting and care of helmets, shoulder pads and other basic safety and athletic equipment. Respond to questions regarding proper fit and sizing. *E*
4. Assist supervisor in the organization and management of all athletic equipment. Assist supervisor in the instruction of proper use and care of instructional equipment. *E*
5. Maintain accurate records of equipment use by students; maintain student files on the checking-in and checking-out of equipment. *E*
6. Monitor equipment storage area for safety and report student safety issues to the supervisor. Communicate with custodial staff as to the cleanliness of student work area. *E*
7. Order and distribute supplies and equipment; maintain accurate inventory of supplies and equipment assigned to department or program. Issue and receive instructional supplies and equipment. Research and compile data for reconditioning and replacement of supplies and equipment. *E*
8. Perform a variety of duties for away games, including packing, loading and transport of supplies and equipment. Assist supervisor with equipment issues during all home and away games. *E*
9. Clean and fold uniforms and maintain other safety equipment. Perform laundry in absence of student workers.
10. Assist Athletic Trainer with hazard materials assessment, including blood borne pathogen awareness and training. *E*
11. Assist supervisor in the organization, preparation and presentation of instructional materials; assist in overseeing and guiding assigned activities and learning sessions.
12. Administer, evaluate and mark tests; monitor study areas.
13. Prepare a variety of instructional materials; set up and operate various audio-visual, computer and other teaching aids as assigned; assist students in utilizing instructional equipment and programmed materials; orient and monitor students in the use of microcomputers; remain current concerning instructional software. *E*
14. Assist in developing new procedures and forms as necessary.
15. Perform a variety of clerical duties including answering telephones, preparing instructional materials and other related duties; register new students as assigned.
16. Operate a computer and other assigned office and instructional equipment. *E*
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Athletic equipment maintenance, storage and inventory; uniform care and repair; health and safety regulations; regulations, policies and procedures involved in assigned activities and department; interpersonal skills using tact, patience and courtesy when interacting with student-athletes from diverse backgrounds; record keeping techniques; and time management and organizational efficiency techniques. Subject matter of assigned area of learning; instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping techniques; modern office practices, procedures and equipment; proper methods of storing equipment, materials and supplies; technical aspects of field of specialty; interpersonal skills using tact, patience and courtesy.

Ability to: Lift, carry or move objects weighing up to 50 pounds; work outside in hot weather conditions; work cooperatively with others; learn techniques relating to proper fitting of safety equipment for student-athletes; use power hand tools in the maintenance of shoe cleats; operate equipment used in maintaining athletic inventory; travel to away contests; understand, interpret and apply department rules and policies related to proper functioning of athletic programs; determine appropriate action within clearly defined guidelines; and work cooperatively with athletic coaching staff;

communicate effectively both orally and in writing; meet schedules and timelines; establish and maintain cooperative and effective working relationships with others; operate a variety of office machines including a computer and applicable software e.g., word processing, spreadsheets, database and email, maintain records and prepare reports. Perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials; learn methods and procedures to be followed in an instructional situation; perform routine clerical work; set up, design and operate assigned departmental equipment; read, understand, interpret and apply department rules, policies and materials relating to assigned field; provide instructional assistance and information to students on the availability and uses of instructional materials and equipment; communicate effectively both orally and in writing in person and on the telephone; operate a computer and a variety of office and instructional equipment; determine appropriate action within clearly defined guidelines; establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to a High School Diploma supplemented by some college-level course work in kinesiology and athletics and three years of related experience working in an educational or athletic environment preferably with student athletes.

WORKING CONDITIONS

Environment: Laboratory or classroom environment. Constant interruptions. Inside: working in small quarters, with constant interruptions. Outside: working in hot and cold extreme weather conditions. Travel to away games required. Evening and weekend assignments required. Annually pass the CCCAA compliance rules exam and attend the annual compliance in-service.

EMPLOYMENT STATUS

Bargaining Unit Position

Salary Range 10

E = Essential Functions

Board Approval: October 23, 2015