

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Equipment Manager

REPORTS TO: Athletic Director

JOB SUMMARY: Plans, administers, supervises, and helps direct the athletic program as it relates to equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Issues sports equipment for all sports and is responsible for the daily and end-of-season return of all equipment.
2. Provides the Athletic Director with a complete description and inventory of all equipment, indicating the condition of such equipment, and advises the Director of specific needs.
3. Prepares and distributes equipment for all Freedom High School interscholastic programs, together with the return of such equipment.
4. Examines, repairs, and if necessary discards equipment pre, during and post season.
5. Participates in coaches' meetings to explain equipment policies and programs, and discusses all related concerns.
6. Receives, stores and secures all first-aid equipment and supplies.
7. Attends all varsity football games.
8. Provides for reasonable laundry changes for athletes.
9. Monitors the Freedom High School athletic van, golf cart, and utility vehicle.
10. Attends all practice sessions as directed by the athletic department, beginning the first day of fall practice and continuing through the end of the spring season.
11. Performs other duties as assigned by the Athletic Department.

QUALIFICATIONS: One (1) year experience in athletic operations, preferable in public education, is necessary. High School diploma or equivalent necessary. Knowledge of inventory, sports equipment, sports equipment maintenance is necessary. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist; to use fingers to pick, feel and grasp objects; some stooping, bending, kneeling, and twisting of the body; ability to lift

and/or carry supplies and/or papers weighing no more than 50 lbs; and ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office and athletic facilities environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks within close time proximity. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss agreement; 12 month classification. Cabinet Code – D.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

