



Human Resources

Job Description for:

Athletic Equipment Manager

FLSA Classification

Non-Exempt

Employment Category

Administrative Staff

Reports to

Director of Athletics

Benefits Eligibility

Full Time Benefit Eligible

Schedule

Variable schedule with 40+ hours during athletics season 6 days per week, between season hours may reduce and vary. Position works 10 months out of the year – Mid-August through Mid-June.

Date 4/19/2023

Job Description

Summary/objective:

The Athletic Equipment Manager coordinates and participates in all activities related to the cleaning, purchasing, storing, issuing, fitting and repairing of athletic equipment, clothing and uniforms for all Middlesex School sport teams. The primary duties of this position involve, cleaning, purchasing athletic equipment, monitoring daily maintenance of equipment, and issuance of uniforms. Incumbents in this role are required to maintain a variable work schedule dependent on the sport season.

Supervisory Responsibilities:

- None

Human Resources

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Launder athletic clothing according to fabric and care requirements daily for all teams (may be up to 6 loads in peak season).
- Monitors daily maintenance of equipment, which includes laundering, repair, and general upkeep of equipment.
- Monitors issuance of uniforms to team, coaches, or individual athletes; maintains accurate records and files regarding equipment check out.
- Track return of equipment at and of season and coordinate with coaches to ensure all equipment returned or charged to student account.
- Coordinates with Director of Athletics to adhere to the Athletic equipment budget; communicates regularly to ensure accuracy.
- Purchases athletic equipment; orders equipment according to department procedures; checks in equipment upon delivery to verify receipt.
- Performs minor repairs and preventative maintenance and/or arranges for repairs of equipment maintenance machines.
- Prepares equipment for distribution by stamping names or numbers on equipment to track it.
- Assists with fitting athletic equipment to individual athletes.
- Develops and maintains a system of organization that maintains a clean and organized equipment room.
- Coordinates the preparation of facilities for athletic team practices and contests.
- Stores and packs sporting equipment appropriately when not in use in designated storage areas ensuring the safety of athletes and employees by maintaining appropriate clearances in storage rooms.
- Plan and coordinate with athletics leadership and coaches for upcoming seasons.
- Maintain vendor relationships for all equipment and materials.
- Set up and maintain lockers each season.

Competencies

- Excellent leadership and motivational skills.
- Ability to work with student athletes.
- Excellent communication skills.
- Excellent organizational skills and attention to detail.
- Ability to remain calm in high-pressure situations.
- Ability to work in teams.

Human Resources**Work environment**

- In an equipment room with two 100# commercial washers and dryers. In locker rooms with wet floors. In a gymnasium, on a field, in an ice rink, or other match and practice venue.

Physical demands

- Remain standing for extended periods of time.
- Ability to go up and down flights of steps.
- Ability to lift, push, and pull heavy objects.
- Ability to stoop, squat, bend, kneel, crouch, and lift.
- Must be able to lift 30 pounds at a time without assistance.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.) to work with student athletes and coaches.
- Communication skills using the spoken word.
- Ability to see within normal parameters.
- Ability to hear within normal range.

Travel required

- None

Required education and experience

- High school diploma or equivalent required.

Additional eligibility requirements

- Able to successfully complete CHRI, CORI, and SORI checks.



Human Resources

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to hr@mxschool.edu.