

ATHLETIC FACILITIES & EQUIPMENT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for monitoring the use of athletic equipment and facilities in the Health, Physical Education, Athletic and Dance Department at the Community College. This person issues and collect equipments, sets up and takes down equipment, collect tickets and fees and assists in the maintenance of equipment and facilities. Evenings, weekends and other than normal work hours will be regularly expected of this position. Work is performed under specific instructions from higher level supervisors such as the Supervisor of Athletic Facilities and the department head, but often with little direct supervision. Training and guidance are provided to student workers in the use and maintenance of athletic equipment and facilities.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Leads and participates student aides in the set up and take down of athletic equipment for all physical education classes, intramurals, athletic team practices and other scheduled events;
2. Assists in scheduling and performing maintenance, cleaning and repair of athletic equipment;
3. Issues equipment to students and receives it after use;
4. Keeps records of equipment utilization and condition and periodically inventories equipment;
5. Oversees locker room use, including the scheduling of locker assignments, maintenance and security checks of the locker room;
6. Launders, stores and inventories athletic uniforms and clothing;
7. Maintains outdoor playing fields;
8. Transports equipment for athletic events and classes;
9. May adjust facility schedule for special circumstances, weather conditions, etc.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of athletic equipment and materials and their appropriate use in order to distribute, maintain and repair them;

Ability to give and enforce simple instructions;

Ability to oversee a wide range and number of activities;

Ability to keep records;

Ability to cooperate with a variety of people to ensure effective use of athletic facilities;

Willingness to accommodate work hours to program needs;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Work experience may be substituted for education on a year-for-year basis.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

RC0322

REVISED: 07/30/87 (Locker Room Attendant)
07/01/91