

ATHLETIC PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves the accountability, maintenance and upkeep of athletic equipment provided to sports participants and the maintenance of athletic fields. Related work may be performed as required. The work is generally performed under the supervision of the athletic director although some immediate direction may come from team or program coaches and from the Superintendent of Buildings & Grounds when related to athletic fields maintenance. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives athletic equipment and supplies and stores them with existing equipment and supplies in sports lockers;

Dispenses equipment and supplies to coaches at start of sports seasons and at the end of the seasons returns them to central supply;

Cleans and maintains most equipment before off-season storage;

Contacts outside contractors for repair of athletic equipment not feasible to repair locally;

Performs incidental maintenance of equipment at request of players;

Marks and otherwise performs maintenance work of athletic fields;

Maintains basic records of equipment of supplies and makes simple written reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of physical education and interscholastic sports programs with respect to playing fields, equipment and supplies required; working knowledge of tools and practices used for making equipment repairs; working knowledge in the maintenance and storage of uniforms, athletic equipment and supplies; working knowledge of athletic grounds maintenance; ability to understand and carry out oral and written instructions and to prepare simple reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Academic or technical schooling, vocational training, or work experience in grounds keeping, stock keeping or in field athletic programs may be substituted for high school on a year for year basis.

NOTE: An Associate's degree or higher in Physical Education or a closely related field may be deemed fully qualifying.

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Non-competitive