

## **ATHLETIC PROGRAM ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves managing and distributing athletic uniforms, equipment and supplies to coaches and athletes for all school sporting events. The work also involves assisting in the maintenance and minor repairs of athletic equipment, fields, and indoor sports facilities. The work is performed under the direct supervision of the Director of Athletics or a higher-level administrator. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Distributes athletic uniforms, equipment and supplies to coaches and athletes for all school sporting events;  
Organizes and stores uniforms, equipment and supplies to their proper location at the conclusion of all school sporting events;  
Assists in the maintenance and minor repairs of athletic equipment, fields and indoor sports facilities (e.g., baseball, football, soccer fields, gymnasium, pool, etc.);  
Cleans athletic equipment;  
Maintains simple records (e.g., inventory of athletic equipment and supplies, etc.).

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of organizing, distributing and collecting athletic uniforms, various equipment and supplies; ability to maintain and make minor repairs of athletic equipment, fields and indoor sports facilities; ability to maintain simple records; ability to understand and carry out simple oral instructions; ability to communicate effectively with others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

**NOTE:** Work experience may be substituted for high school on a year-for-year basis.