Saint Michael’s College
Job Description

Job Title: Coordinator of Athletic Equipment and Event Operations

Department: Athletics

Supervisor or Manager: Meggan Dulude

Date Created: 5-20-14  Last Revised: 5-20-14  FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Athletic uniforms and equipment for athletic programs are purchased, managed, controlled and accounted for
• All teams have the necessary, proper uniforms and equipment to compete in on a daily basis and maintained throughout the year according to established policies and procedures
• Home athletic events are managed by making sure every athletic facility is set up properly and safely to enable the programs to compete on a daily basis according to established policies and procedures
• The athletic concession stand service functions and monetary responsibilities are managed for home basketball games according to established athletic department policies and procedures
• Operations of other areas are understood for effective exchange of information and activities
• The management of the equipment room is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department
• The Coordinator of Athletic Equipment and Event Operations works cooperatively with department members, with a spirit of collegiality and teamwork

Essential Duties and Responsibilities:
• Selects, purchases, issues, fits, maintains and repairs all practice and game uniforms and equipment to student athletes
• Launders all uniforms and practice gear regularly, as needed
• Maintains a daily, monthly and yearly calendar regarding equipment room operations and service functions
• Consults with coaches, determining annual athletic uniforms and equipment needs
• Initiates department purchasing process for athletic uniforms and equipment to include researching specifications, prices, safety requirements, and locating prospective vendors
• Reviews purchasing information with coaches and administrators
• Coordinates with administrators the processing of purchase orders.
• Receives new uniforms and equipment; checks against orders; releases purchase orders for payment; records and stores items in proper locations
• Maintains accountability and inventory control by keeping accurate records on all transactions involved in issuing, receiving, storing and quality control of athletic uniforms and equipment
• Generates status and maintains an inventory of all uniforms and equipment
• Keeps accurate records to generate billing for all non-returned equipment and apparel
• Maintains security of all equipment storage areas
• Checks and monitors all athletic equipment to ensure it meets all required safety standards
• Retires and reorders equipment and apparel that does not meet acceptable standards
• Supervises, provides direction and duties to assigned work-study students
• Provides training to work-study students in the equipment room operation, event management, and service functions
• Assists Athletic Administrators when needed, or as assigned
• Meets weekly with Athletic Administrators to review event schedules and discuss department needs related to employee’s areas of responsibility
• Prepares athletic event sites of home contests according to established NCAA, NE10 Conference, Saint Michael’s College regulations, requirements, policies and procedures
Saint Michael's College  
Job Description  
Job Title: Coordinator of Athletic Equipment and Event Operations

- Inspects facilities for home practices and athletic events to ensure safe physical set up needs and requirements are properly addressed and maintained
- Consults with and establishes working relationships with facilities personnel, coaches, administrators, and game officials regarding the safety and the set up needs and requirements for home athletic events
- Understands and enforces NCAA, NE10 Conference, Saint Michael's College policies at all home athletic events
- Purchases all food and necessary items for concessions service; inventories all food items and related supplies; purchases and maintains all concession stand equipment
- Establishes reasonable pricing; collects all money, records sales and completes financial reports for concessions
- Provides, schedules, trains and oversees work-study students in the management of the concession stand
- Maintains cleanliness and safety practices as determined by the department, College, state and national standards
- Fosters courteous, strong relations and service with all visitors to the concession stand

Secondary Responsibilities:
- Assists with management and upkeep of the Athletics department facilities
- Acts as Athletics department administrator at athletic events unattended by department administrators
- Sells and/or disposes of used athletic uniforms and equipment

Positions Supervised:
- Work-study students (10)

Major Contacts:
- Athletics department staff
- Student athletes
- Work-study students
- Visiting teams and coaches
- Game officials
- Athletic equipment vendors
- Employees and visitors using the athletic facilities
- Saint Michael’s College facilities staff
- Saint Michael’s College Safety and Security Department
- Northeast 10 Conference Office

Demonstrates Excellence:
- Displays a thorough understanding and knowledge of the structure, design, standards and necessities of athletic equipment and uniforms for teams and coaches to perform optimally and be protected in athletic events
- Performs daily and/or yearly maintenance of athletic equipment and uniforms and stays current with the latest research available through catalogs, the internet, and communication/contacts with vendors
- Understands thoroughly the composition, design, rules, standards and provisions of athletic events so that teams, coaches, officials and working staff can perform safely and spectators are protected at athletic events
- Is able to quickly and efficiently meet the requirements of athletic events if certain variables are not provided or changed
- Communicates well with teams, coaches, department staff and administrators
- Researches and implements the latest findings and research regarding athletic event requirements
- Organizes, operates, supervises and maintains standards of a food service operation to best meet the needs of customers and run an efficient concession stand

- Establishes and cultivates outstanding relationships with coaches and athletes
- Uses exceptional skill to manage event set-up and operation, including student worker performance
Saint Michael’s College
Job Description
Job Title: Coordinator of Athletic Equipment and Event Operations

**Education:**
- Bachelor’s degree or equivalent combination of education and experience
- Experience with all types of athletic events as well as athletic uniforms, equipment and their proper use
- Supervisory experience

**Work Experience:**
- 1-3 years of relevant experience

**Computer/Technology Skills:** (Check as many as apply)

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Other (please specify):

**Licenses, Certifications and Other Requirements:**
- CPR with annual renewal
- First Aid with re-certification every three years
- Blood Borne Pathogens Training
- OSHA Training

**Physical Demands:**
- Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Coordinator of Athletic Equipment and Event Operations, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Ability to work long, irregular hours with some possible evening, weekend and holiday hours
- Must be able to tolerate exposure to outdoor environment/climate changes
- Experience in keeping detailed, organized on file computerized records
- Able to maintain a clean, efficient working and storage/closet area for athletic equipment and apparel

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.
Saint Michael's College
Job Description
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