

Saint Michael's College Job Description

Job Title: Manager of Athletic Equipment and Game Operations

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 5-20-2014

Last Revised: 9/17/2024

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 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
- Assigned 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 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 Manager of Athletic Equipment and Game Operations works cooperatively with department members, with a spirit of collegiality and teamwork

Essential Duties and Responsibilities:

- 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
- Retires and reorders equipment and apparel that does not meet acceptable standards
- Prepares and administrates athletic event sites of assigned home contests
- Acts as point person to coaches and student athletes pertaining to their roles at assigned home events
- Understands and enforces NCAA, NE10, NEWHA and Saint Michael's College policies at all assigned home athletic events

- 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
- Communicates with visiting teams and officials for assigned sports
- Supervises, provides direction and duties to assigned work-study students
- 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
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

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 (15)

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
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- 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
- 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
- Establishes and cultivates outstanding relationships with coaches and athletes
- Uses exceptional skill to manage event set-up and operation, including student worker performance

Education and Work Experience:

- 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 preferred, but not required
- 1-3 years of relevant experience

Computer/Technology Skills:

- Familiarity with Microsoft Office products

Licenses, Certifications and Other Requirements:

- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*
- 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 Manager 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.