

Citrus College

Position Description

Position: Athletic Programs Assistant	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 29

Summary

Provides utility services in support of physical education, training, and athletic programs. Maintains sports equipment inventory, locker rooms, sports courts, and related facilities in safe and clean status. Ensures cleanliness and workability of equipment, uniforms, clothing, and supplies.

Distinguishing Career Features

The Athletic Programs Assistant is a stand-alone function supporting women's physical education and athletic programs. Advancement to this position requires demonstrated ability to maintain inventory, to set up apparatus, and to assure cleanliness and security of women's locker facilities. Advancement from this position is possible through the athletic trainer and other career paths based on need and compliance with the stated job qualifications.

Essential Duties and Responsibilities

- Maintains locker room, showers, restrooms, offices and other assigned areas in a clean and sanitary condition. Sweeps and mops floors, cleans mirrors and washes basing.
- Empties and cleans waste receptacles. Refills dispensers and collects from receptacles. Scrubs, washes and disinfects shower in locker room.
- Counts, issues and maintains towels used by students. Maintains inventory of needed supplies. Washes towels and gym suits. Changes combinations on locker locks.
- Scrubs, mops, waxes, seals and polishes floors. Vacuums floors, carpets and rugs. Performs other custodial maintenance duties as needed.
- Cleans and maintains outdoor physical education areas. Ensures that facilities are locked securely when assigned schedule is completed.
- Checks out equipment to students, staff and athletic participants. Issues towels, PE clothing, athletic game gear and equipment. Washes and re-issues laundry. Keeps appropriate records and notifies coaches and instructors of students have received.
- Prepares equipment and set up for physical education and athletic events. Determines needs, gathers equipment, makes sure it is in working order, sets up location according to faculty instructions.
- Maintains and conducts an inventory of equipment and supplies. Counts

Athletic Programs Assistant

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physical education and athletic supplies and determines equipment needs.

- Assists faculty and coaches with clerical support in areas such as preparing class lists and team rosters, locating student information for eligibility purposes, receiving and processing forms, etc.
- Reviews academic progress of student athletes and verifies eligibility to perform in intercollegiate sports.
- May oversee and/or coordinate with student help for supervision of the weight room during open times for student use and scheduled times for athletic teams.
- Fits athletes with the proper equipment and uniforms appropriate for the sport of participation.
- Maintains, repairs, and replaces sports equipment. Orders equipment from established vendors.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a basic level of knowledge of the policies and procedures connected with physical education, athletics, and facilities use. Must have a basic knowledge of sporting event rules and procedures. Must be familiar with safety rules and procedures, in particular those relating to blood borne pathogens and chemical hazards. Must be familiar with the proper use of first aid procedures. Requires knowledge of general custodial and laundry procedures. Requires knowledge of equipment repair.

▪ **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to operate all of the equipment of the position in a safe manner. Must be able to perform all of the duties in a safe manner. Must be able to prioritize and coordinate work in order to meet class and event schedules. Must be able to maintain awareness to health risks associated with body fluids.

▪ **Physical Abilities**

Incumbent is required to perform work of an active nature, requiring sufficient physical stamina to carry out duties. Requires auditory ability to project voice to a small group. Position involves periods of extended standing plus light to medium work including stooping, kneeling and carrying and lifting of light to medium weight materials (10 to 50 pounds). Requires the ability to lift weights in excess of 50 pounds on an occasional basis. Requires normal hand-eye and arm, hand, finger dexterity sufficient to operate power and hand tools. Requires visual acuity sufficient to read MSDS and equipment operating instructions.

▪ **Education and Experience**

The position requires a high school diploma and three years of custodial,

equipment, or clerical experience in a physical education or athletic department.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.