

Position Information

Title	Athletic Equipment Manager - 1.0 FTE/12 Months - Full time position
Job Category	Classified
Position Number	
Location	
Job Description	<p>Yuba College is seeking an equity-minded, dynamic, collaborative, and innovative employee to serve as the Athletic Equipment Manager.</p> <p>BASIC FUNCTION: Issue, maintain and store athletic and physical education equipment; set up physical education and athletic facilities as needed; maintain inventory and other routine records; monitor appropriate budgets.</p>
Job Duties	<p>REPRESENTATIVE DUTIES: Maintain athletic and physical education equipment, supplies and uniforms in good repair and in a sanitary condition; arrange for equipment to be cleaned and reconditioned. (E)</p> <p>-Issue uniforms, equipment and supplies for class, practice and competitive use; properly fit uniforms and equipment to assure adequate protection for athletes. (E)</p> <p>-Receive, clean, repair, mend and store clothing for subsequent use; sort and process clothing for cleaning; launder washable items, which may include handling items soiled with bodily fluids; inspect clothing and equipment for damage and note lost or missing items. (E)</p> <p>-Prepare clothing, equipment, and supplies for competitive games; pack and load equipment for trips and control equipment use at athletic events; travel and drive to athletic events as required. (E)</p> <p>-Issue lockers and towels; sort, wash, dry and store towels and clothing, which may include handling items soiled with bodily fluids; communicate to students proper care of clothing and equipment and use of locker facilities. (E)</p> <p>-Monitor athletic/PE equipment budgets; maintain inventory records; research, order and receive a variety of supplies according to established guidelines and procedures. (E)</p> <p>-Set up for athletic events, physical education classes; line fields, set up nets and spectator areas as required; operate a variety of equipment including paint and chalk line marker, washer and dryer, electric cart, air ladder, power blower, and sewing machine. (E)</p> <p>-Organize and maintain equipment storage rooms, exercise rooms, athletic facilities, locker rooms and shower facilities; determine needs for new or replacement athletic and PE equipment; emergency custodial duties. (E)</p> <p>-Administer first aid for minor injuries. (E)</p> <p>-Perform related duties as assigned.</p>

	<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> -Basic record-keeping techniques. -Interpersonal skills using tact, patience and courtesy. -Standard first aid. - Materials and equipment used in team and individual sports. - Methods of maintaining physical education facilities in a clean and sanitary condition. -- -Health and safety regulations. -Proper methods of fitting various athletic uniforms and equipment to provide adequate protection. <p>ABILITY TO:</p> <ul style="list-style-type: none"> -Issue and maintain athletic and physical education equipment. -Maintain inventory and other routine records. -Mend and repair athletic clothing and repair equipment used in sports activities. -Operate a variety of tools and equipment related to an athletic and locker room environment. -Establish and maintain cooperative and effective working relationships with others. -Learn, apply and explain applicable District policies, rules and regulations. -Communicate effectively both orally and in writing.
<p>Required Qualifications</p>	<p>EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of experience handling athletic equipment in a physical education or athletic environment.</p> <p>LICENSES AND OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> - Valid First Aid Certificate. - Valid Driver's License.
<p>Desired/Preferred Qualifications</p>	
<p>Physical Demands</p>	
<p>Special Conditions for Eligibility</p>	<p>ENVIRONMENT: Evening or variable hours.</p>

	<p>Indoor and outdoor work environment.</p> <p>PHYSICAL ABILITIES: Bending at the waist.</p> <p>Carrying, pushing or pulling.</p> <p>Dexterity of hands and fingers to operate a sewing machine, power blower, air ladder, an</p>
FLSA	Non-Exempt
Range/Step	Range 19, CSEA Salary Schedule
Salary	\$33,238.40/Annual - \$36,645.34/Annual
Benefits Information	<p>PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).</p> <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$20,407 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee’s Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days – 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.</p> <p>This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.</p> <p>If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-6979.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Yuba College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p> <p>INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.</p> <p>FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p> <p>EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.</p>

EEO Statement

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.