

PHYSICAL EDUCATION/ATHLETICS FACILITIES ASSISTANT (MALE)  
PHYSICAL EDUCATION/ATHLETICS FACILITIES ASSISTANT (FEMALE)

DEFINITION

Issues and collects physical education and/or intercollegiate athletics equipment and supplies and oversees the use of gymnasium, and/or athletic facilities, locker room, equipment room, and swimming pool areas.

TYPICAL DUTIES

Issues and collects physical education and/or intercollegiate athletics equipment, team uniforms, gym clothes, towels, and related items.  
Cleans, marks, and makes minor repairs to physical education and/or athletics equipment.  
Oversees and monitors the use of various physical education and/or intercollegiate athletic facilities by students to assure compliance with safety and security regulations.  
Keeps equipment and supplies and locker rooms neat and clean.  
Keeps accurate inventory records of equipment and supplies issued and in stock.  
Sets up ball courts and gymnasium apparatus for use.  
Prepares lists of equipment and supplies for ordering and receives and inspects delivered items for accuracy against purchase orders.  
Launders team uniforms, gym clothes, and related items.  
Marks and sets up tracks and athletic fields for practice sessions and regularly scheduled home contests.  
Answers telephone requests for information and takes messages for physical education instructors and/or other athletics staff.  
May assist first responders in routine first-aid work.  
May maintain a lost and found and check valuables.  
May perform general clerical work.  
May operate computer equipment and standard office machines.  
May provide work direction to student employees.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Physical Education/Athletics Facilities Assistant (Male/Female)** issues, collects, and makes minor repairs to physical education and/or intercollegiate athletics equipment and oversees the use of equipment rooms, locker rooms, and related men's or women's physical education facilities.

An **Athletic Trainer** prevents injury or re-injury of intercollegiate athletes by developing conditioning, flexibility and rehabilitative programs; applying specialized protective strapping or bracing; and administering therapeutic and emergency first-aid to injured athletes.

## SUPERVISION

General supervision is received from an academic supervisor. Functional supervision may be received from instructional staff. Work direction may be provided to student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Equipment, materials, and supplies used by college physical education and intercollegiate athletics programs
- Safety precautions and procedures associated with physical education and intercollegiate athletics programs
- Proper and safe use of common household cleaning materials such as soaps, detergents, ammonia, disinfectants, and multi-purpose cleaning agents
- Proper methods for lifting and moving heavy objects
- Principles of recordkeeping
- Capabilities of computer systems, software and hardware common to physical education/athletics areas

### Ability to:

- Store and issue supplies and equipment
- Work effectively and cooperatively with students, instructional staff, and other staff
- Keep accurate records
- Carry out oral and written instructions
- Safely lift and move heavy equipment and supplies
- Safely use cleaning agents
- Operate laundry equipment
- Learn to make repairs to physical education and/or athletics equipment
- Learn general software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

- Graduation from high school or its equivalent.
- Recent experience involving the maintenance of physical education and athletic facilities and equipment is desirable.

### Physical Requirements:

- Ability to lift and move items weighing up to fifty pounds.