



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION:	Athletic Equipment Assistant	F/T, 12 months
WORK SCHEDULE:	Monday – Thursday : 7:30am-5:00pm, Friday: 7:30am – 11:30am (Weekends and evenings will vary - Schedule as needed)	
SALARY:	Range 12, \$3,372.60/mo. + benefits	
DEADLINE:	October 20, 2017	
START DATE:	November 20, 2017	

BASIC FUNCTION:

Under the direction of the Athletic Director, maintains, operates and controls athletic and physical education facilities, equipment and supplies; issues, receives, stores and repairs equipment; control uniforms, equipment, lock and towel inventories; assures that equipment and facilities are prepared and repaired in a timely manner according to established schedules; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Maintains and operates the P.E./athletic room and training room; stores, issues, receives, checks, repairs, and maintains inventories for equipment used in athletic and P.E. department for College sports programs. (E)
- Issues and controls inventory of uniforms, equipment and towels to P.E. classes and athletic teams; inspects for proper fit and protection. (E)
- Sets up and breaks down equipment for department, classes, and intercollegiate events. (E)
- Coordinates game management including arrange of facilities and officials for intercollegiate events. (E)
 - Issues clothing, protective pads, shoes, balls, bats, rackets and other equipment; stencils and marks equipment; assures that equipment issued to athletes is returned; assigns, issues and maintain records of locks and lockers. (E)
- Assists the Athletic Trainer in the performance of duties; travels with athletic teams and drives athletic van to transport athletes and students as assigned; picks up and returns rental vehicles as assigned; assists in setting up and operating equipment as necessary. (E)
- Assists in preparation and maintenance of athletic budgets; maintains related records and prepares reports; prepares forms for equipment outstanding and for transcript holds. (E)
 - Trains and provides work direction to assigned student workers; maintain related time records; participates in the hiring process; maintain related P.E. and athletic records and prepare reports for supervisor as required. (E)
- Inspects clothing and equipment for needed repairs; repairs equipment; inventories and determines condition of athletic clothing and equipment. (E)
- Prepares gymnasium and athletic equipment for P.E. classes and athletic events; inspects and maintains safety of swimming pool and tennis court areas; operates and maintains whirlpools. (E)
- Schedules maintenance of facilities through other District personnel as necessary. (E)
- Assures that custodial personnel maintain locker rooms, athletic and physical education facilities in a clean, orderly and sanitary condition. (E)
- Performs and administers minor first aid as needed. (E)
- Performs safety checks on protective equipment. (E)
- Contacts vendors and recommends new or replacement equipment and supplies.
- Operates commercial washer and dryer. • Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years experience in a college athletic and P.E. department.

LICENSES AND OTHER REQUIREMENTS:

Valid Class B California driver's license.

Valid first aid certificate issued by an authorized agency.

KNOWLEDGE OF:

- Equipment, materials and supplies of a college athletic and physical education program.
- Methods of cleaning, maintaining and repairing athletic uniforms and equipment.
- Storage and inventory principles and practices.
- Appropriate safety precautions and procedures.
- Rules and regulations of a variety of athletic competitions.
- District rules and regulations governing students.
- Record-keeping techniques.
- Health and safety regulations.

ABILITY TO:

- Maintain and control athletic and physical education budget, equipment and supplies.
- Issue, receive, store and repair equipment.
- Purchase uniforms and equipment.
- Assure that equipment and facilities are prepared in a timely manner according to established schedules.
- Maintain inventory records.
- Maintain and repair athletic clothing and equipment.
- Operate a microbus, school vans, electric cart, bleacher mover, sewing machine, calculator, typewriter, audio-visual equipment and copier.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate hand tools to repair equipment.
- Reaching overhead, above the shoulders and horizontally.
- Standing and walking for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Lifting moderately heavy objects.

WORKING CONDITIONS:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions.
- Chemical fumes.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **Classified Application**
2. **Résumé**
3. Copy of a valid Class B California driver's license
4. Copy of a valid first aid certificate issued by an authorized agency

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

AVC is an equal opportunity employer.