



**Equipment and Fields Manager
2019-20 Academic Year
(School year plus 5 days in Summer)**

Tilton School seeks a qualified Equipment and Fields Manager to maintain the school's athletic equipment and supplies, within established school, departmental, and safety policies and procedures. This position requires some evening, weekends, and days outside the academic day. The Equipment and Fields Manager works under the general supervision of the Athletic Director.

Duties and responsibilities

- Maintains the Athletic Equipment Room, including receiving athletic equipment supplies, maintaining inventory control, and distributing equipment to faculty and students. Also orders new equipment in collaboration with the Athletic Director;
- Works in conjunction with the Housekeeping Department for laundering of all team uniforms;
- Is game-day point person for all home contests;
- Is responsible for game-day field setup and breakdown for all home contests;
- Assists visiting teams and coaches, other visitors, and new students on campus;
- Manages locker room space for visiting teams and officials so that they have a place to change and meet as a team;
- Is responsible for vehicle key distribution for athletic use (i.e., travel to games and off-campus practice locations);
- Transports equipment to/from athletic locations, such as athletic field, gym, field house, tennis courts, etc., for on-campus athletic events via school vehicles;
- Perform other duties as assigned by the Athletic Director;
- Charges student accounts for equipment purchases and unreturned or lost equipment each season.

To apply

Interested applicants should send a cover letter, resume and contact information for three references to employment@tiltonschool.org.

At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.