



**Position Title:** Athletics Department Assistant for Equipment and Uniforms  
**Position Status:** Full-time, 10 months  
**FLSA Classification:** Exempt  
**Reports To:** Athletic Director

### Position Purpose

As an athletic department member, this individual's primary responsibility is for the equipment and uniforms. Reporting to the athletic director, the assistant will collaborate with the athletic department team, middle school and upper coaches, school administrators, faculty, staff, students, and parents.

### Essential Functions

- Responsible for all middle school and upper school athletic equipment - which includes inventory, storage, and maintenance. Working with vendors to ensure equipment meets all safety code standards.
- Works in collaboration with department members on yearly equipment orders and long-term planning, always keeping the budget in mind.
- Responsible for handing out uniforms at the beginning of each season and collection at the end of each season.
- Manages inventory, proper storage, ordering replacement uniforms, and helps to guide the department's five-year rotation plan for new uniforms.
- Washes and dries uniforms of sports that are selected as needing this work done. Coaching rolls are also washed.
- Must keep a well-organized and clean working environment.
- Provides game-day help with facility set-up, including scoring systems and any other items needed to ensure a safe and competitive environment for student-athletes.
- Assists all coaches with their daily needs and questions.
- Sets up and keeps accurate records of gym lockers for both the boys' and girls' locker rooms. Cleans out and inventories over the off-season.
- Helps to oversee student-athletes behavior in locker rooms and proper sportsmanship and decorum by spectators and student-athletes at competitions.
- Supervises a part-time assistant.
- Coaches two seasons as a head coach or assistant at middle or high school levels.
- Additional duties as assigned by the Director of Athletics.

### Qualifications.

- Self-confidence with a demonstrated ability to work collaboratively.
- Ability to apply common-sense understanding and to carry out instructions furnished in written or oral form.
- Excellent communication and interpersonal skills.
- Proven ability to exemplify the highest standard of leadership, respect, and sportsmanship.
- Demonstrated commitment to being a positive, supportive, contributing team member.
- Experience in athletics as a player, coach, and or administrator.
- Prior experience in an athletic department setting or equipment room is preferred but not required.
- Fluent with technology, including but not limited to Gmail, Google documents, and blackbaud.
- Ability to attend all athletic functions, home competitions, and meetings. This may include time during weekends and school breaks.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, equity, inclusivity, and belonging.

### Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Able to move around school environments.
- Regularly use close and distance vision.

### Application Procedure

To be considered, candidates must upload a cover letter, resume, statement of teaching philosophy, and information for three references through our online platform. Please follow this [link](#).

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