

WALL TOWNSHIP PUBLIC SCHOOLS Job Description

TITLE: ATHLETIC EQUIPMENT MANAGER

REPORTS TO: Athletic Director

PERFORMANCE RESPONSIBILITIES:

1. Pre-season: Pass out equipment
2. In-season: Periodically check with each head coach for equipment needs, and hold students accountable for lost or stolen equipment as detailed in the school policy.
3. Post-season: Collect all equipment that was issued to each student.
4. Off-season: Receive all orders shipped over the summer and inventory all equipment for the incoming school year
5. At the end of each season (Fall, Winter and Spring), the equipment manager will be responsible for updating each sport's inventory.
 - The manager will work with the athletic director and head coaches at the High School and the Activities Coordinator at the Intermediate School to develop budget and reconditioning needs for the next school year.
 - The equipment manager should have documented an accounting of all equipment at all levels in both schools (WHS&WIS).
 - At the end of the season, **a copy** should be forwarded to the Athletic Director and each head coach at the high school and the Activities Coordinator and each head coach at the Intermediate School. The inventory should be specific; it should include number & sizes of each uniform returned. There should also be a list compiled of equipment that has not been returned and has to be replaced.
 - An inventory will include numbering all equipment and uniforms with permanent ink so that when each piece of equipment is returned by all parties involved, this will help identify to whom it was originally issued.
6. The equipment manager will also **be available in the summer** to work with Fall Coaches **in preparation for their season**. The hours spent in the summer will be logged and will be in lieu of days that were scheduled during the school year.
7. The Equipment Manager will establish rules and procedures for the equipment room w/ the approval of the Athletic Director.

APPROVED: April 6, 2004