



Bethel Recreation Association

Position: Equipment Manager

Status: Part-time

Salary: \$600 Monthly

Start Date: TBD

Hours: Approximately 22 hours per month

Equipment Manager Job Description

The Equipment Manager is a part-time position. The position will be responsible for managing the equipment portables and organizing and maintaining equipment for each sports season for Bethel Recreation. This position is also responsible for the supervision of volunteers and part time equipment helpers. As an Equipment Manager for the Bethel Recreation Association this position will be responsible for all related tasks needed to run a successful program and provide a safe environment for all. The Equipment Manager is a role model and should display honesty, integrity and leadership. This position reports to the Bethel Recreation Director. Typical week includes working two weeknights between the hours of 5pm-7pm and occasionally on a Saturday. Must be flexible to work nights and on Saturdays as needed for equipment check out and return.

Required Knowledge, Skills and Abilities

- Must have own transportation.
- Must have a valid driver's license with good driving record.
- Strong, oral and written communications skills.
- Strong interpersonal skills using tact, patience, courtesy and respect.
- Ability to analyze situations effectively and adopt an accurate course of action.
- Ability to organize a variety of activities.
- Ability to establish rapport and ongoing cooperative working relationships with parents, coaches, staff, school staff, participants and maintain effective working relationships with a variety of people in a multi-cultural, socio-economic setting.
- Ability to work effectively with minimal direction and under pressure.
- Ability to demonstrate reasonable, reliable and regular attendance.
- Basic knowledge of sports and equipment.
- Knowledge of safety regulations, occupational hazards and related safety precautions in the workplace.
- Ability to maintain records of work activities, use a computer and email.
- Ability to understand and follow oral and written instructions and to give clear oral instructions.
- Skill in providing high quality customer service.

Preferred/Desired Qualifications

- Basic knowledge of sports (football, soccer, volleyball, basketball and baseball).
- Detail oriented.
- Demonstrated ability to effectively communicate with co-workers, the public, Bethel Rec. staff and school district staff.
- Strong interpersonal skills.
- Ability to be flexible, adaptable and resourceful.

Duties & Responsibilities

- Keep equipment shed clean and organized.
- Coordinate and communicate with Bethel Rec. staff.
- Make recommendations for maintaining and replenishing supplies and equipment.
- Responsible for ensuring equipment used is maintained and in safe condition upon use.
- Occasionally supervise equipment helpers and volunteers.
- Maintain records of equipment issued and returned from coaches and schools.
- Maintain records of equipment purchased, lost or damaged.
- Deflate balls and clean and sanitize all equipment upon return before returning to shelves.

- Report all maintenance issues and concerns identified while performing daily duties to Director.
- Maintain an equipment inventory for each season and label all newly purchased equipment before issuing.
- Conduct an end of the year Equipment Inventory for yearly Audit and submit to Director by the end of July.
- Organize (pump up balls) equipment to be issued at the coaches' meetings for each season.
- Issue equipment to coaches for each sports season.
- Prepare all supplies and equipment for the officials' trainings and supervisor totes before games begin.
- Help prepare supplies and equipment for sports camps.
- Program hours will vary: daily, night and occasional weekends will be required.

Working Conditions

Work is performed inside and outside. Noise level is usually high to moderate, primarily due to loud equipment. Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Often required to walk short distances. Must be able to lift a minimum of 30 pounds.

Physical Demands

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance and/or with the use of proper equipment.

Working Conditions

May be required to be on-call and to work various shifts or emergencies on evenings and weekends.

Licenses/Special Requirements

- Must pass free trainings on Sudden Cardiac Arrest and Concussion in youth Sports.

This job description is not an employment agreement or contract. Bethel Recreation Association has the exclusive right to alter this job description at any time without notice. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

The applicant recommended for this position will be required to undergo a national background check and fingerprinting.

Board policy prohibits smoking or any other use of tobacco products (including Vapes) on school district property, to include all district buildings, grounds and district-owned vehicles.