

TITLE: Athletic Equipment Manager

Date: August 23, 2021

REPORTS TO: Athletic Director

JOB SUMMARY: Issue sports equipment, oversee inventory and storage of district-wide equipment, and requisition new equipment and trainer's supplies.

PRIMARY DUTIES AND QUALIFICATIONS:

1. Issue sports equipment for all sports and be responsible for the daily and end-of-season return of all equipment.
2. Provide the Athletic Director with a complete description and inventory of all equipment, indicating the condition of such equipment, and advise the Director of specific needs.
3. Prepare and distribute equipment for all Tunkhannock Area School District interscholastic programs, together with the return of such equipment.
4. Examine, repair, and if necessary discard equipment pre, during and post season.
5. Participate in coaches' meetings to explain equipment policies and programs, and to discuss all related concerns.
6. Receive, store and secure all first-aid equipment and supplies.
7. Attend all varsity football games.
8. Provide for reasonable laundry changes for athletes.
9. Monitor all Tunkhannock Area School District athletic utility vehicles used in conjunction with the athletic program.
10. Attend all practice sessions as directed by the athletic department, beginning the first day of fall practice (heat acclimation) and continuing through the end of the spring season.
11. Perform other duties as assigned by the Tunkhannock Area School District Athletic Department.

As of 8/23/2021

Fall Sports: Football, Boys Soccer, Girls Soccer, Girls Tennis, Girls Volleyball, Boys and Girls Cross Country, Cheerleading, 7/8 Football, JH Volleyball, JH Soccer, JH Field Hockey and Golf.

Winter Sports: Wrestling, JH Wrestling, Boys Basketball, 9th Boys Basketball, 7/8 Boys Basketball, Girls Basketball, 9th Girls Basketball, 7/8 Girls basketball and Swimming.

Spring Sports: Baseball, 9th Baseball, 7/8 Baseball, Softball, JH Softball, Track, JH Track, Boys Tennis, Boys Volleyball, Boys lacrosse and Girls Lacrosse.