

**ATHLETIC FACILITIES AND EQUIPMENT ATTENDANT / INTRAMURAL
DIRECTOR**

DISTINGUISHING FEATURES OF THE CLASS:

This position is a combination of two sets of job responsibilities involving the athletic program at the Community College and approximately equal time is spent between the two sets of responsibilities. The incumbent supervises the intramural program which includes recruiting, scheduling, publicizing, budgeting and lead and participate supervision of student workers acting as officials and timekeepers for intramural events. Work is performed under the general supervision of the department head, but requires the incumbent to use initiative and independent judgment in developing the intramural program. In addition, this position involves responsibility for monitoring the use of athletic equipment and facilities at the Community College. This person acts as a lead and participate crew supervisor over student workers assigned to the athletic department. These crews issue and collect equipment, set up and take down equipment, collect tickets and fees and assist in the maintenance of equipment and facilities. This set of responsibilities is performed under specific instructions from higher level supervisors such as the Supervisor of Athletic Facilities and the department head, but often with little direct supervision. Evenings, weekends and other than normal work hours will be regularly expected of this position. Training and guidance are provided to student workers in the use and maintenance of athletic equipment and facilities and in the conduction of intramural programs.

TYPICAL WORK ACTIVITIES:

1. Supervises all aspects of intramural programs, including direct supervision of high risk sports;
2. Publicizes intramural program through such things as media, displays, orientation programs and recruits new participants;
3. Schedules all aspects of intramural program including officials, game dates and times, and on and off campus sites;
4. Prepares annual intramural budget including equipment costs and student worker funds;
5. Evaluates success of intramural program and recommends and implements changes to increase participation;
6. Leads and participates in the set up and take down of athletic equipment for all physical education classes, intramurals, athletic team practices and other scheduled events;
7. Assists in scheduling and performing maintenance, cleaning and repair of athletic equipment;
8. Issues equipment to students and receives it after use;
9. Keeps records of equipment utilization and condition and periodically inventories equipment;
10. Does related work as required.

**ATHLETIC FACILITIES AND EQUIPMENT ATTENDANT / INTRAMURAL
DIRECTOR (Cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS:**

Good knowledge of athletic equipment and materials and their appropriate use, repair and maintenance; good knowledge of tournament events and athletic rules for officiating and record keeping; ability to give and enforce simple instructions; ability to oversee a wide range and number of activities; ability to schedule athletic teams, games and facilities; ability to learn and administer first aid; ability to learn and use the computer; ability to keep records and to prepare reports; willingness to accommodate work hours to program needs; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in physical education or recreation or completion of two (2) years of college (30 credits equals one (1) year) with major work in physical education or recreation;
- OR: (B) Two (2) years of full-time paid work experience in coaching or instructing an organized recreational program or activity, such as playground director, camp counselor, YWCA instructor, etc.;
- OR: (C) Four (4) years of part- or full-time volunteer coaching or instructing experience in an organized recreational program or activity such as Little League, youth organizations, etc. (two (2) years of volunteer experience are equivalent to one (1) year of paid work experience or education);
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Work experience as a trainer or instructor in an aerobics studio, dance shop or similar type of fitness studio will not be considered as qualifying experience.

SPECIAL REQUIREMENTS:

1. Candidates must complete a basic first aid course within six (6) months of obtaining a permanent appointment in this title.
2. Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

RC0323

ADOPTED: 07/30/87

REVISED: 07/01/91