Santa Monica Community College District
Personnel Commission

Athletic Activities Assistant

CONCEPT OF THE CLASS

Positions in this classification are responsible for issuing lockers, distributing, collecting, and cleaning athletic uniforms, and performing light cleaning of locker room.

ESSENTIAL DUTIES

Issues lockers to physical education students by verifying that they are enrolled in physical education class, and checks student I.D.'s

Issues uniforms to athletes during the season, and collects uniforms after each game for laundering

Using a laundry machine, washes athletes' uniforms after each game, and washes towels for use by physical education staff and trainers

Folds and stores clean uniforms and towels

Performs light cleaning of locker room and keeps it in a clean and orderly condition

Repairs and services department and locker room equipment

Assists in the set-up of facilities for athletic events and physical education classes (eg. football, volleyball, basketball)

Performs other related duties as requested or assigned

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment, materials, and supplies of a college athletic and physical education program

Knowledge of basic record keeping techniques

Knowledge of standard cleaning techniques

Ability to receive, issue, and store physical education, and athletic equipment, materials, clothing, and supplies

Ability to learn methods of cleaning, maintaining, repairing, and storing athletic uniforms

Ability to work independently with minimal supervision

Ability to meet schedules and timelines

Ability to operate laundry equipment

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or equivalent.

Experience Requirement:
One (1) year of experience issuing, maintaining, and setting up athletic equipment for a variety of sports.

Education/Experience Equivalency:
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:
None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:
While performing the duties of this position employees must stoop, bend, stretch, and lift and carry objects weighing up to 30 pounds and are required to stand for long periods of time.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/09/06

Class History: Locker Room Attendant (1977)

Revision Date(s): Athletic Equipment Attendant (1985), Athletic Activities Assistant (08/89): 11/09/06 Hay Study