

PHYSICAL EDUCATION/SPORTS EQUIPMENT AREA COORDINATOR TITLE DEFINITION

I. DEFINITIONS

PHYSICAL EDUCATION/SPORTS EQUIPMENT AREA COORDINATOR

This is responsible work coordinating and managing equipment and services used at recreational facilities and provided for physical education and athletic departments at a University of Wisconsin campus. Positions direct the activities of student employees; issue equipment to faculty, students and athletes; receive fees; maintain inventories of supplies and equipment; ensure maintenance and repair of equipment, lockers and locker rooms; ensure adequate security for the storage of equipment and supplies; maintain records; and are responsible for laundry services. Supervision is general.

EXAMPLES OF WORK PERFORMED

- Issue uniforms, towels, locks and equipment to faculty, students or athletes.
- Check-off equipment when returned.
- Maintain inventory records for equipment, towels, uniforms and supplies.
- Recommend acquisition or replacement of equipment to maintain inventory levels.
- Receive new equipment or supplies.
- Assign locks and lockers; maintain related records.
- Reserve equipment, courts, etc.
- Receive fees, issue receipts and refunds.
- Operate cash registers; keep daily records.
- Provide information relative to fees, schedules, availability of equipment, etc.
- Ensure conformance to rules and regulations regarding conduct and use of equipment and facilities.
- Fit players with uniforms.
- Prepare travel bags for athletes' trips; pack necessary game equipment.
- Repair, refinish, restring rackets or otherwise maintain condition of athletic, physical education, recreational sports and exercise equipment such as helmets, face guards, shoulder pads, ski bindings, hurdles, blocking sleds and dummies, throwing nets, exercise and weight room equipment, etc.
- Measure, mark/paint and maintain playing fields and activity areas, including but not limited to football, soccer, track, tennis, archery, golf, gymnastics, badminton, racquetball, volleyball and squash.
- Interview and recommend employment for student workers.
- Organize schedules, train and direct activities of student workers; maintain time records.
- Clean equipment; provide or maintain laundry services for uniforms and towels.
- Ensure maintenance and cleaning of equipment room and locker rooms.
- Store equipment when not in use or during off-season.
- Issue audio-visual (AV) equipment as requested.

- Prepare movie projectors or other AV equipment for use.
- Train or assist with training new staff, including limited term employees or students.
- Recommend and implement procedures for improved building and equipment management.
- May operate equipment to maintain playing fields such as light duty trucks, tractors, riding or hand mowers.
- May assist with set-up for special events.

II. QUALIFICATIONS

The qualifications required for positions allocated to this classification will be determined on a position-by-position basis at the time of recruitment.

III. RELATED POSITION TITLES

Excluded from this classification specification are positions responsible for spending a majority (i.e., more than 50%) of their work time in the performance of the following duties and functions:

1. Stocking supplies, filling orders and assisting with duties related to a stores or supplies operation.
2. Directing, operating and maintaining a recreation room.
3. Directing or assisting with the direction of a recreation program.