

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ATHLETIC FACILITIES AND EQUIPMENT ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide comprehensive operational support for athletic and physical education programs by coordinating the preparation, setup, and upkeep of athletic facilities and equipment for classes, athletic contests, and facility-use customers for community events. Duties include providing logistical and clerical support for facility-use scheduling and rentals; setting up, taking down, and storing athletic and event equipment; maintaining and repairing athletic gear and uniforms; ensuring readiness, cleanliness, and safety of locker rooms and storage areas; and assisting with athletic event operations and game management. Performs related clerical, recordkeeping, and customer-service duties to ensure safe, efficient, and accessible athletic facility operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist with daily operations and preparation related to the use and rental of athletic facilities, including scheduling support, planning, record-keeping, facility readiness, cleanliness, and safety.
2. Set up, break down, and store athletic equipment for physical education classes, intercollegiate athletics, and external events; issue equipment and supplies and ensure proper stowage for subsequent use.
3. Respond to inquiries and assist facility-use customers; explain policies, procedures, and fees; assist with logistics and coordinate support services with maintenance or custodial staff.
4. Maintain and make minor repairs to athletic and physical education equipment, uniforms, and supplies; launder and store items for subsequent use.
5. Order, organize, inventory, store, distribute, collect, and account for athletic equipment and supplies; maintain computerized inventory records and reports.
6. Assist in monitoring budgets and preparing purchase requisitions for the purchase of athletic equipment, uniforms, and supplies; assist with recordkeeping related to purchases, equipment and facility operations.
7. Provide event setup and operational support for athletic contests by supporting event logistics, equipment preparation, event operations, setup of scoring and public-address systems, and coordination of equipment and supplies.
8. Maintain locker room areas and storage rooms; issue lockers and locks; ensure security and cleanliness and readiness.
9. Perform light cleaning related to equipment, team rooms, locker rooms, storage areas, and event setup.

Chabot-Las Positas Community College District
Athletic Facilities Equipment Assistant (Cont.)

10. Administer basic first aid and CPR as needed; summon emergency medical assistance when required.
11. Operate utility task vehicles (e.g., carts, gators) to transport equipment, materials, and supplies.
12. Train and provide work direction to assigned student workers.
13. Perform related clerical and recordkeeping duties; maintain files and forms for equipment check-out, facility use, and rentals.
14. Provide assistance to students, faculty, staff, and community users regarding athletic programs and facilities.
15. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Athletic programs, facilities, and operations.
2. Equipment, materials, and supplies used in physical education and athletic programs.
3. Methods of use, maintenance, storage, and inventory of athletic equipment and supplies.
4. Basic principles of facility operations, scheduling, and event setup.
5. Health, safety, and sanitation standards for athletic environments.
6. Office procedures, recordkeeping, and computerized inventory systems.
7. Customer-service techniques and interpersonal communication.
8. First Aid and CPR procedures.

Ability to:

1. Organize, maintain, and repair athletic equipment and uniforms.
2. Prepare athletic facilities and venues for multiple users and events.
3. Provide logistical and clerical support for facility-use scheduling and rentals..
4. Maintain accurate records, inventories, and reports.
5. Prepare requisitions and communicate effectively with vendors and facility users.
6. Administer first aid and CPR as required.
7. Operate scoring, PA, and event-support systems.
8. Drive and safely operate utility task vehicles.
9. Train and provide direction to student workers.
10. Communicate clearly and effectively, both orally and in writing.
11. Work independently and manage multiple tasks under deadlines.
12. Establish and maintain cooperative relationships with students, staff, and the public.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Chabot-Las Positas Community College District
Athletic Facilities Equipment Assistant (Cont.)

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities*

Education/Training:

Equivalent to completion of the twelfth grade.

Experience:

Two years of experience in athletic equipment operations, facility logistics, or related event-support work.

Certificate:

Valid First Aid and CPR certificate issued by the American Red Cross.

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in indoor and outdoor athletic facilities, often requiring standing, walking, bending, lifting, and carrying moderate to heavy equipment. The position involves exposure to noise, dust, odors, and varying weather conditions. Evening and weekend work is required in support of athletic events and community rentals.

Physical: Primary functions require sufficient physical ability and mobility to work in indoor and outdoor environments; to walk, stand, and sit for prolonged periods; to stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to push, pull, lift, and carry moderate to heavy weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Adopted by Board of Trustees on: December 16, 2025

Effective: December 17, 2025

Job Family: Technical - Paraprofessional