

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **INTERCOLLEGIATE ATHLETICS TECHNICIAN**

*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 direction, perform a variety of tasks in support of the intercollegiate athletic program including providing personal services to athletes such as giving whirlpool treatments, rubdowns, treating minor injuries, taping, rendering first aid, and relieving minor physical strains; order, organize, store, distribute, issue, collect, maintain, and repair athletic equipment, supplies, and clothing for intercollegiate athletics; maintain athletic equipment and facilities use in the intercollegiate sports program; set up and operate public address and scoring systems for events; maintain inventory and records for supplies and equipment; and drive athletes and equipment to away athletic games as necessary.

### **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. Provide athletic training services to athletic teams at home and during travel; apply preventive and protective taping and padding for athletes; tape ankles, knees, wrists, elbows, shoulders, and ribs of athletes prior to practice or games.
2. Administer conditioning/rehabilitation to athletes by use of whirlpool treatments and rubdowns.
3. Attend athletic events as assigned and render emergency first aid treatment.
4. Prepare training room for scheduled activities; maintain order and cleanliness of athletic facilities including team rooms and lockers.
5. Contact vendors and prepare requisitions for the purchase of athletics equipment and uniforms; clean, order, inspect, mark, issue, store, maintain, repair, and inventory a variety of athletic equipment and clothing for intercollegiate athletics; collect and inspect equipment and materials for proper condition upon return.
6. Prepare, maintain, and update a variety of forms, records, and reports; operate a computer to set up and maintain uniform and equipment inventories and to receive and inventory merchandise from department purchase orders; update, add and delete information as required; maintain data; design and work in spreadsheets.
7. Drive a District vehicle to off-campus events as assigned.
8. Set-up public address and scoring systems for events; keep the score books for baseball and basketball games as necessary.
9. Assist with the physicals process for athletes in all programs.
10. Clean up and maintain team rooms and locker room areas as necessary.
11. Sort uniforms for laundry pickup; inspect and store returned laundry.
12. Provide assistance to students, faculty, and staff; respond to inquiries and requests for information regarding athletic and physical education programs or events; assist in resolving complaints or problems.

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13. Train and provide work direction and guidance to student workers as assigned.
14. 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. Policies, procedures, and objectives of an athletic program including health and safety regulations.
2. Standard equipment, supplies, repair tools, and protective gear used in intercollegiate athletic programs.
3. First aid, CPR, and other emergency medical practices and procedures, including taping, wrapping, and bandaging.
4. Methods of various therapeutic and rehabilitative techniques.
5. Techniques in relieving minor physical strains.
6. Rules and regulations of a variety of sports and athletic activities.
7. Safety procedures in handling athletic equipment and in performing strenuous physical work.
8. Use, maintenance, storage, inventory, and purchase methods of equipment and supplies used in athletics programs.
9. Various athletic programs offered at a community college.
10. Basic housekeeping methods.
11. Office procedures, methods, and equipment including computers and supporting software applications.
12. Principles and procedures of record keeping and filing.
13. Occupational hazards and standard safety practices.
14. Principles of supervision and training.

**Ability to:**

1. Administer preventive measures, first aid, CPR, emergency care, and rehabilitative treatments to athletes in various intercollegiate sports.
2. Tape, wrap and bandage body joints and apply protective pads and equipment.
3. Stock, receive, mark, issue, collect, inventory, and store athletic equipment and uniforms.
4. Make routine repairs to athletic equipment and determine when equipment must be replaced.
5. Set-up, repair, and maintain a variety of athletic and physical education equipment.
6. Handle athletic supplies and equipment.
7. Drive athletes and various athletic equipment to games and events.
8. Understand and follow oral and written directions.
9. Work independently in the absence of supervision.
10. Organize work to meet schedules and deadlines.
11. Perform assigned work within established time schedule.
12. Use courtesy and tact when dealing with staff and the public.
13. Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic background, including the disabled.
14. Observe health and safety rules and regulations.
15. Operate office equipment including computers and supporting software applications.
16. Prepare and maintain accurate, orderly, and timely records and reports.
17. Train and provide work direction to student workers.

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18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.
20. 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.

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

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years experience working in athletic programs.

**License or Certificate:**

Possession of a valid Class C driver's license with Passenger Vehicle Endorsement or a valid Class B driver's license with Multiple Passenger Endorsement (over 16 passengers).

Possession of a valid Advanced First Aid Certificate.

Possession of a CPR certificate.

**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 environments; travel from site to site; work with a variety of athletic equipment; exposure to noise, dust, unpleasant odors, and inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work irregular hours, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor/outdoor environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

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Job Family: Technical – Paraprofessional