

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Equipment Operations Coordinator/ Coach

POSITION OVERVIEW

The employee serves as a Coach of a varsity, NCAA Division III program, and is responsible for directing and coordinating a full range of duties in all facets of athletic equipment and uniforms issued for the purposes of the intercollegiate athletic program. The employee is also responsible for the care, cleaning, collection and distribution of uniforms, practice gear, and other related athletic equipment. Specific duties include, but are not limited to collecting, recording, maintaining inventory records; repair and maintenance of equipment; make purchasing recommendations based on inventory; sizing athletes for proper fitting of equipment; and coordinating equipment for team travel. The employee works closely with the Facilities and Events Coordinator in order to achieve the best possible experience for the Academy's student-athletes.

DUTIES

Coaching

- Serve as Coach of a varsity program responsible for teaching and training student athletes.
- Conduct high-quality teaching in a humane learning environment.
- Organize and direct all aspects of a successful and competitive NCAA Division III Program.
- Monitor and promote the academic and personal growth of student-athletes.
- Ensure safety of all team members and coaches is the top priority at all times.
- Develop and manage program's budget.
- Operate program in a manner consistent with NCAA and NAC bylaws.
- Develop and maintain alumni support for the program.
- Supervise assistant coaches / interns.
- Serve as the advisor to the Student-Athlete Advisory Committee.
- Recruit and retain roster of student-athletes.

Equipment Operations

- Develop and implement written procedures related to all aspects of operational area.
- Develop and maintain records of uniform cycle and advise Director of Athletics regarding area of operation during budgeting process.
- Monitor and maintain inventory of athletic department's equipment and apparel.
- Issue and collect equipment and apparel as appropriate on annual, seasonal and per game basis.
- Reconcile equipment and apparel issued with equipment and apparel returned; provide billing information to finance for missing equipment and apparel.
- Provide oversight for the daily laundering of apparel.
- Provide supervision to student staff assisting with tasks within the office and equipment room.
- Prepare facilities, including locker rooms, for scheduled athletic contests and ensure proper clean-up and take-down as necessary after events.
- Provide oversight for set up and break down game fields, courts and other venues for intercollegiate competition and practice, including but not limited to safety netting, flags, field markers, nets/goals, scoreboards, game and shot clocks and the necessary repair thereof.

- Responsible for the condition and repair of athletic, recreation and equipment.
- Hire, train and supervise essential gameday staff including but not limited to ballrunners / retrievers, game clock and shot clock operators.
- Ensure fields and courts are lined / marked as needed for competition and practice.
- Provide redundancy for the Certified Pool Operator / Technician.
- Supervise part-time utility workers.
- Performs other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organization skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours /weeks, including night and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite, ability to learn new software programs related to position.
- Ability to perform minor repairs on apparel and equipment.

REQUIREMENTS

- Minimum of Bachelor's Degree
- Experience in an intercollegiate athletic setting preferred
- Strong interpersonal and management skills
- Intercollegiate playing or extensive coaching experience in assigned sport preferred

PHYSICAL REQUIREMENTS

- Exerting up to 40 – 60 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching.
- Occasional long hours/days and weeks, weekends, irregular schedule.
- Exposure to the elements during outdoor activities.

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Job
Title: Equipment Operations Coordinator/ Coach

Job Code:

Wage Grade: 20

Total
Points: 462

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	1	8
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48