

Posted: 03/31/2022

Salary Range: \$40,500.00-\$45,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a Head Equipment Manager. As a member of the [athletics department](#) this position will be responsible for all aspects of apparel and equipment needs, with primary focus being football equipment room operations; budgeting, ordering issuing, tracking, repair and maintenance of both practice and competition equipment and apparel.

Essential Functions

Equipment and Apparel

- Develop, maintain, and monitor the football equipment room budget; assist with the development of other athletic team/department equipment and apparel budgets.
- Initiates department purchase process for athletic equipment including needs assessment and review with head coaches, researching specifications, prices, safety requirements, and researching prospective vendors/manufacturers.
- Liaison with equipment vendors/manufacturers, coaches and student-athletes in selection of sports equipment, shoes and apparel.
- Specific to football program:
 - Determine daily equipment and apparel needs for both coaches and athletes, depending on practice and game schedules, climate conditions, and related factors.
 - Responsible for inspection, preparation and maintenance of football apparel and equipment to ensure they meet all required safety standards for both practice and competition.
 - Oversee daily issuance and collection/return of equipment and apparel to prevent loss.
 - Coordinate the preparation and delivery of practice and competition equipment and apparel to various venues.
 - Ensure locker room and sideline set-up and preparation for visiting teams is complete.
 - Ensure security of equipment facilities and athletic equipment.
- Coordinate with head coaches to ensure each assigned sport maintains necessary pool of basic equipment and supplies.
- Keep accurate records on all transactions involved in receiving, storing and quality control of athletic equipment and apparel for assigned sports. Generate and maintain computerized inventory of athletic equipment and apparel for each assigned sport.
- Must work evenings, weekends and holidays as needed. Travel with sports teams on an as needed basis.

Equipment room

- Order and monitor supplies (e.g., cleaning materials, towels, keys, etc.)
- Launder uniforms, practice gear, and towels after each practice and competition.
- Ensure equipment room is clean and organized.
- Ensure security of equipment facilities and athletic equipment.

Student Employees and Volunteers

- Hire work study students, student managers, and volunteers.
- Ensure that student workers and volunteers are supervised and informed of and adhere to established health and safety practices associated with assigned tasks.
- Provide work schedules, training, and leadership.
- Utilize support of students in all aspects of position.

Additional Functions

- Assist with football game day management activities, as needed.
- Work with facilities staff to coordinate work orders and obtain cleaning supplies.

Knowledge, Skills, and Abilities

- Ability to manage multiple deadlines simultaneously with a high degree of attention to administrative details

- Flexibility to handle diverse situations and irregular hours with little notice
- Working knowledge of Microsoft Office suite and inventory management systems
- Excellent communication skills, both oral and written
- Ability to maintain a high level of customer service
- Excellent interpersonal and organizational skills
- Must be self-motivated, willing to work independently
- Detailed oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- Two years of experience in intercollegiate athletic equipment room operations.
- Bachelor's degree in physical education, sports management, or related field OR equivalent combination of education and/or experience will be considered.
- Athletic Equipment Managers Association (AEMA) certification desirable
- Thorough knowledge of the principles and practices of inventory control/accountability, budget control and all necessary documentation is essential.
- Experience in properly fitting athletic equipment (helmet, shoulder pads and other protective gear as needed) and knowledge of safety standards for equipment.
- Knowledge of how to properly launder and maintain athletic clothing; knowledge of use of machinery such as commercial washers and dryers, heat presses, sewing machine, etc.
- This is a non-traditional work hours position; evenings, weekends and holidays as required
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

A complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. ***Application review will begin immediately.*** Applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.