

# Athletic Equipment Manager Job Description

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## **Duties and Responsibilities:**

- Manage athletic equipment services, like equipment rooms, inventory, procurement, distribution and retrieval, policies and procedures, and vendor relationships
- Clean, maintain, and repair equipment to ensure it meets safety and functional standards, laundering athletic clothing according to fabric and care requirements, as well as overseeing students in equipment assembly and disassembly
- Interview and appoint assistants, train them and evaluate their performance, and organize daily work schedules and follow up on work progress
- Manage sport specific contracts, work with sales representatives, and secure athletic equipment and other related products for assigned sports programs
- Establish and maintain accurate records for all equipment, carry out regular inventory checks, and bring records together
- Serve as budget administrator for equipment budget, tracking, supervising, approving, revising, and forecasting equipment budgets across sports
- Ensure appropriate management of brands and logos, and work with university brand managers to ensure product represents the University properly
- Develop equipment quality standards and guidelines, and ensure equipment rules are followed when supplying and using equipment
- Order and purchase new equipment and uniforms, run related budgets, and coordinate with vendors
- Confirm need for and assist each athletic equipment and clothing order for all sport teams and departments, as well as plan and deliver assignments, and coordinate work schedules

- Prepare, pack, and move equipment for practices and games, especially for away competitions, and make decisions whether equipment should be repaired or replaced
- Manage the purchase of equipment and distributions requirements, and reconcile vendor billings with the athletic administrative specialist when goods are delivered
- Give out equipment and safety wears to athletes and manage the going out and returning procedures of equipment
- Render support in the financial management of the equipment budget for each intercollegiate sports program, and collaborate with sport team head coaches on inventory and purchasing of all equipment and clothing
- Check equipment for faults and team up with the athletic training department to ensure proper fitting and adjustment of protective equipment for student-athletes
- Facilitate good communications between students, parents, employees, and management by applying effective interpersonal and professional communication techniques
- Maintain the highest level of confidence concerning all issues in the athletic department, keeping secret any information obtained through work.

### **Athletic Equipment Manager Requirements – Skills, Knowledge, and Abilities**

- **Exceptional Job Experience:** Athletic equipment managers must have excellent job experience in the management of equipment inventory, vendor relations, equipment maintenance, budgeting, and more, which can be obtained through internships, entry-level positions, and volunteering roles.
- **Equipment Maintenance and Repair:** Athletic equipment managers need the ability to supervise, clean, maintain, and perform basic repairs to athletic equipment to ensure its in good condition and accessible. This practice may take place in various sports backgrounds, including stadia, training centers, sports arenas, fitness centers, and gymnasium.

- **Equipment Fitting:** Athletic equipment managers must possess the knowledge of fixing equipment properly to ensure safety and performance of athletes. This includes strong technical skill with hand and power tools, blueprint interpretation, and precision fitting and assembly knowledge to identify and find solutions to problems.
- **Inventory Control:** This includes the ability to manage dispensable distribution of equipment items through delivery and inventory control. Athletic Equipment Managers need to gain valuable knowledge in several athletic equipment management system modules for inventory control.
- **Maintenance Tracking Systems:** Athletic equipment managers need experience with software that helps monitor equipment maintenance and repair schedules, and knowledge of safety protocols and compliance standards to prevent accidents and maintain a safe environment, as well as help keep the equipment in good working condition.
- **Troubleshooting:** Athletic equipment managers must be able to examine and fix any kind of issue in a machine. They have to conduct detailed but quick search in the system for the main cause of the problem and the means to solving it. They must understand and work with computerized equipment management facilities for better result.
- **Communication:** Communication skills comprise listening, speaking publicly, and communicating through writing. This communication may be achieved directly or through digital platforms, and messages must be conveyed clearly to ensure that athletes, coaches, staff, and vendors understand their roles and have trust in one another.
- **Time Management:** When time is managed efficiently, productivity is maximized and more work is often achieved within tight deadlines. For athletic equipment managers to utilize this skill effectively, they often need to keep track of several operations for successful result. They must stay on schedule and play their part to keep the team's activities organized.
- **Leadership:** Athletic equipment managers often lead different teams, including athletes, coaches, and volunteers. They must be good at planning, communication, and decision-making, evaluating performance and managing different equipment-related activities for different sports teams.

- **Business and Financial Acumen:** The ability to manage budgets, forecast equipment requirements, and analyze costs is very important for the athletic equipment manager role. The job requires a strong understanding of business approach, finance, and economic standards and impact of sports events.
- **Technical Expertise:** Athletic equipment managers need to understand the specific needs of different sports and the equipment required to meet those needs. This will help them select the appropriate gear.
- **Adaptability and Problem-Solving Skills:** Athletic equipment managers require adaptability and problem-solving skills in their role to be able to address unforeseen problems, find solutions, and adapt to changing team or budget conditions. The sports industry evolves very fast with lots of challenges to conquer and opportunities to grab. Therefore, athletic equipment managers must react quickly, adapt, revise their priorities, and always consider the big picture.
- **Knowledge and Passion:** A basic knowledge of sports is very important in an athletic equipment management role. Managers need to understand sports and its procedures for a better chance of doing extremely well in their career. They should also add passion to their knowledge of sports to define purpose, sustain motivation during high-pressure moments, and ignite the resilience to go beyond expectations.
- **Honesty:** Honesty is an essential quality that athletic equipment managers must have to ensure there is fair play for everyone concerned. Honesty is the key attribute that athletic equipment managers can utilize in building trust among athletes, professional organizations, and the public.