

Sports Equipment Manager Job Description

Duties and Responsibilities:

- Place orders, take inventories, store equipment and uniforms, as well as inspect, clean, repair, and maintain sports equipment, and ensure it's in good working condition and safe to use
- Set up and break down equipment and apparel for practices and games, transport equipment and apparel to and from venues, and ensure compliance with safety and quality standards and regulations
- Support athletes and coaches with fitting, adjusting, and using of equipment and apparel, and manage budgets, invoices, and records, as well as supervise and train staff or volunteers
- Track and manage all athletic equipment and uniforms by carrying out regular inventory checks, tracking inventory levels, and receiving new equipment
- Coordinate with vendors and stay within budget to order and restock equipment and supplies as required
- Ensure equipment is in best shape by filling the balls with air, cleaning dirty equipment, and patching gear as required
- Negotiate with vendors and manage sport specific contracts in collaboration with sales representatives to secure athlete equipment and other athletic equipment products for assigned sports programs
- Examine how uniforms are distributed among team members, the coach, and individual athletes, and maintain accurate records about equipment inspection
- Purchase sport equipment according to department procedures and check in equipment upon delivery to verify receipt
- Maintain and care for the team's uniforms by seeing that they are washed when necessary and handled with utmost care
- Manage inventory and inventory control software to comply with NCAA rules about issuance of clothes and footwear

- Collaborate with university brand managers to ensure appropriate management of brand and logos, making products to represent the University in a proper way
- Hire assistants, interview and train them, and evaluate their performance, as well as organize day-to-day work schedules and follow up on work progress
- Collaborate with the coaching staff to ensure they are reaching the team's equipment needs
- Carry out small repairs and precautionary maintenance, and organize repairs of equipment maintenance machines
- Often count and examine the team or department's equipment to ensure everything is intact
- Pack equipment for the team's away games or matches and order new equipment as needed when equipment is no longer usable
- Help with supplying sports equipment to individual athlete, ensuring it gets to the right person by writing names or numbers on it for tracking reason
- Ensure adherence to safety regulations, security, function, and guidelines related to equipment policies when distributing and using equipment.

Sports Equipment Manager Requirements – Skills, Knowledge, and Abilities

- **Organizational Skills:** Sports equipment managers need strong organizational skills to effectively manage inventory, keep track of equipment distribution, maintain records, and coordinate with suppliers.
- **Communication Skills:** Sports equipment managers need excellent written and verbal communication skills to necessarily interact with athletes, coaches, vendors, and other members of the team. As they are able to visibly, politely, and efficiently communicate with players, coaches, and other support staff, they will help all members of the organization have the equipment, tools, and gear they need.
- **Problem-Solving Skills:** Sports equipment managers need this skill to troubleshoot equipment problems and discover solutions to ensure smooth operations. They will be able to utilize their problem-solving

skills to address equipment-related issues, including scarcities or breakdowns.

- **Technical Skills:** The knowledge of sports equipment and its functions, as well as its maintenance and repair, is very important among sports equipment managers. The skill also makes it possible for them to operate and troubleshoot equipment and tools. Knowledge of Microsoft Office is part of the technical skills sports equipment managers need to possess if they actually want to succeed.
- **Adaptability:** Because sports equipment managers work in a fast-paced and constantly-changing environment, they need adaptability and resilience. They need the ability to adjust to changing priorities and equipment needs.
- **Attention to Detail:** Being accurate in inventory management, equipment preparation, and record-keeping is very crucial for sports equipment managers as they need a keen eye for detail and the ability to stay organized and ensure everything is in order. For sports equipment managers to successfully complete their tasks, they have to be careful about detail and thoroughness.
- **Knowledge of Sports:** Sports equipment managers need to know how sports function, including the basic equipment and players needs for practices and games. They also need knowledge of storage procedures and the ability to handle sports equipment successfully.
- **Self-Control:** Sometimes, sports equipment managers may find themselves in very difficult situations that irritate them and change their mood. In such situation, they should be able to keep their emotions in check and maintain composure, as well as avoid aggressive behavior.
- **Customer Service Skills:** Having the knowledge of principles and processes to provide excellent customer service is very essential. Sports equipment managers should be able to assess customer needs satisfaction, as well as meet quality service delivery.
- **Math Skills:** Sports equipment managers need basic math competencies for inventory management and equipment ordering and distribution. They have to strongly utilize demonstrated knowledge of math computation skills, such as addition, subtraction, division, and multiplication, and apply them to their day-to-day operations.

- **Decision-Making Skills:** This skill will assist sports equipment managers in making decisions about which equipment is safe to use and which pieces should be removed. They need to know how the existing and predicted economic and general equipment market impact utilized equipment demand and pricing. Sports equipment managers must make sound decisions when negotiating with dealers and customers and handling changing market values.