

ATHLETIC ASSISTANT

General Statement of Duties

Under general supervision, conducts functions ensuring effective operation of the following facilities: Ivey M. Redmon Sports Complex, Bagley Sports Complex, and Kernersville Community Recreation Center. Position hours are evening and weekend times.

Prepares facility and/or outdoor fields for use; works with users during athletic events; cleans and rearranges facility amenities and equipment following and prior-to events and programs; assists with light maintenance of facility; provides support to supervisors; and performs other duties as required.

Distinguishing Features of the Class

The Athletic Assistant is responsible for tracking team rosters, player waivers and report scores to Athletic Coordinator after each scheduled game. This position maintains the operations of the facility as the event is being held and performs a wide variety of work to ensure that the appropriate equipment is set up and taken down at the facilities.

Illustrative Examples of Work

Opens and closes facilities for scheduled functions and activities.

Performs set-up and take-down of equipment such as tables, chairs and athletic equipment.

Tracks rosters, waivers, and reports scores for each scheduled game.

Provides staff support for special events.

Issues athletic and recreational equipment.

Ensures athletic equipment is returned in proper condition.

Provides for the needs of the users and renters of facilities.

Performs light maintenance including litter pick up, light janitorial work, sweeping and emptying trash receptacles and reports any damages or repairs needed.

Performs related duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of recreational programs and activities offered by the facilities.

Knowledge of capabilities and limitations of the facilities.

Knowledge of general custodial work and safe use of products.

Ability to communicate effectively both verbally and in writing in English

Ability to establish and maintain effective working relationships with the general public, supervisors, and employees.

Ability to understand and carry out oral and written directions.

Ability to demonstrate basic customer service.

Knowledge of the basic rules and regulations of the sport that you are working. i.e. archery, basketball, flag football, futsal, lacrosse, soccer, softball and volleyball

Working knowledge of arithmetic and its uses in general office work and record keeping

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The worker is subject to both inside and outside environmental conditions and to contact with potentially infectious bodily fluids.

Special Requirements

Must be willing to obtain basic first aid and CPR certifications upon hire.

Must be available to work evening and weekend hours.

Desirable Education and Experience

Employee must have a High School diploma.

Prior work experience dealing with the public and sports-related work is desirable.

Fair Labor Standards Act (FLSA) Status

Non-exempt

2024