



Portsmouth Abbey School Equipment Manager Job Description

Job summary:

Portsmouth Abbey is seeking an equipment manager to join our athletic program. The successful candidate will work in the equipment room issuing uniforms, purchasing athletic equipment, performing maintenance as needed, and tending to the athletic fields. The candidate will also serve as a role model for the student-athletes they will interact with. He or she will also exhibit excellent organizational abilities and oral and written communication skills. The candidate will embrace the mission of a coeducational Catholic Benedictine boarding school. This is an hourly position that works Monday-Saturday.

Interested candidates should submit a resume and contact information to Director of Athletics Chris Milmoie at cmilmoie@portsmouthabbey.org

We are looking for a candidate with the following qualifications:

- Strong communicator with students, parents, alumni, and administration
- Monitors issuance of uniforms to team, coaches, or individual athletes; maintains accurate records and files regarding equipment checkout.
- Performs daily maintenance of equipment, which includes laundering, repair, and general upkeep of equipment.
- Purchases athletic equipment; orders equipment according to department procedures; checks in equipment upon delivery to verify receipt.
- Assist in game day operations
- Performs minor repairs and preventative maintenance and/or arranges for repairs of equipment maintenance machines.
- Assists with fitting athletic equipment to individual athletes.
- Coordinates the preparation of facilities for athletic team practices and contests. This will include mowing of grass and painting lines
- Stores and packs sporting equipment appropriately when not in use
- Perform all other duties as assigned by Athletic Director

Requirements:

- Two years experience in athletic equipment management or a related field
- Valid Driver's License
- Strong written and verbal communication skills in the English language
- Excellent interpersonal and teamwork skills
- Ability to work flexible hours when necessary
- All prospective employees must be able to clear a background check