



## **Equipment Manager** **Job Description**



Southwestern Intramural and Recreational Activities (SIRA) offers equal employment opportunities for all persons regardless of race, creed, color, national origin, sex, age, disability, or religious belief. SIRA will develop interview questions based on the information in this job description.

### **Definition and Purpose:**

SIRA Equipment Managers have the responsibility of coordinating SIRA's equipment checkout service, lining intramural playing fields, providing coverage of the SIRA office and assisting with a variety of other duties, as necessary, to support SIRA programs. Additionally, all SIRA employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

### **Specific Duties and Responsibilities:**

- Coordinate the outdoor equipment check-out service including cleaning, maintaining, repairing, and issuing of outdoor gear
- Use field lining equipment to initially set up fields and then re-paint, as needed, to support programs
- Provide program support by maintaining a minimum of four office hours per week and participating in weekly staff meetings
- Provide staff support to SIRA special events including, but not limited to, Pirate Training and SIRA Information Tables.
- Participate in SIRA staff orientation and safety training beginning the week before school starts
- Contribute to the development of SIRA programs, philosophies, and policies
- Perform other duties as assigned by SIRA professional staff members

### **Required Certifications:**

- American Red Cross Adult CPR and Standard First Aid (this training is offered by SIRA each August)

### **Required Qualifications:**

- Current, full-time student status at Southwestern University
- Ability to work outdoors
- Ability to lift and carry 35 pounds

### **Preferred Qualifications:**

- Previous experience with SIRA programs
- Commitment to student development and leadership
- Awareness of safety concerns and risk management
- Ability to provide high quality customer service
- Awareness of, and appreciation for, individual uniqueness and diversity