



# TEAM EQUIPMENT ASSISTANT

**Department:** Team Operations

**Full/PT Time:** 15 – 30 Hours

**Supervisor:** Head Coach | General Manager

**Location:** Essex County

## SUMMARY:

The New Jersey Spartans' Team Equipment Assistant is required to assist with set-up / preparing and taking care of the team's equipment. Get the coach and players whatever they need, before they even know they need it. Make them happy, so they can just focus on Football.

## ESSENTIAL FUNCTIONS:

- Assist with the setup, preparation, and breakdown of field and locker room
- Make sure that all On-Field items are available at Game Time (i.e. balls, down markers, etc)
- Greet Visiting team and assist with any special request.
- Facilitate water and ice coolers to both home and visiting teams.
- Help home team players get ready with equipment for games & practices.
- Collect / pick up all athletic equipment and supplies.
- Ensure the return of New Jersey Spartan property, equipment, etc.
- Inspect and recommend replacement of related supplies and equipment, as needed.
- Assist with collecting soiled laundry / game gear and send/drop off at laundering site.
- Remove all debris from the game/activity sites (i.e. Field, Home/Away Bench, Locker Rooms, etc)
- Assist coaching staff during workouts and practices.
- Maintain a positive and winning mentality on and off the field
- Communicate with other staff, visiting teams and customers in a courteous and professional manner
- Event Assistance – It is mandatory that Interns be available to help with any events occurring during the Internship (i.e. games, fundraisers, promotions and other special events hosted by the Spartans)
- Provide assistance to the rest of the management staff members as requested, when needed.
- Perform other duties and responsibilities as assigned by the Head Coach or General Manager.

## EXPECTATIONS:

- Abide by the Rules & Regulations established by the New Jersey Spartans Organization.
- Project a professional image in all interactions with customers and fellow Spartan Associates.
- Arrive on time and perform your duties based upon your scheduled hours.
- Represent the New Jersey Spartans and the football program with pride and respect at all times.

## QUALIFICATIONS & SKILLS:

- Attention to details and excellent organizational skills.
- Ability to be work under pressure in a fast paced environment.
- Time Management
- Capable of lifting heavy equipment.
- Strong desire to work in a sports related environment

## EDUCATION | EXPERIENCE REQUIREMENTS:

- High School Diploma
- Some College

**“RETURN TO GLORY”**

**478 Union Avenue, Belleville, NJ 07109 | 973- SPARTAN | WWW.NJSPARTANS.COM**

Internship