



TEAM EQUIPMENT COORDINATOR

Department: Team Operations

Full/PT Time: 15 – 30 Hours

Supervisor: Head Coach | General Manager

Location: Essex County

SUMMARY:

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

ESSENTIAL FUNCTIONS:

- Primarily responsible for field and locker room setup, preparation, and clean-up.
- Make sure that all On-Field items are available at Game Time (i.e. Water Coolers, Medical Box, etc)
- Greet Visiting teams, tour facilities and present to assigned game assistant.
- Help players get ready with equipment for games & practices.
- Maintains an inventory of 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.
- Collect 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

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Internship