

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Athletic Assistant

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1080

**Original Date:** 07/1988

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned supervisor, assist an instructor in instructional classes and intercollegiate athletics; store, set up, and maintain a variety of athletic and field equipment.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of general first aid procedures; rules and techniques of games and sports contests; scoring of a wide variety of games and contests; athletic field dimensions and areas; and basic inventory procedures and records. Ability to communicate effectively with faculty and students, operate line machines, clean and make minor repairs to equipment, perform vigorous manual labor, operate a variety of utility vehicles and vans, and apply protective athletic devices. Six units of course work in Physical Education or Recreation Leadership or participation in a variety of sports, including officiating at contests or conferences. Valid California driver's license. First Aid and CPR certificates are desirable. Sufficient training and experience to satisfactorily perform assigned duties.

### **TYPICAL DUTIES INCLUDE:**

- Assist an instructor in instructional classes and intercollegiate athletics.
- Instruct individuals or groups in sports rules, game strategies, performance principles and use of a variety of athletic equipment.
- Store, set up, and maintain a variety of athletic and field equipment.
- Operate line machines.
- Clean and make minor repairs to equipment.
- Monitor athletes' use of equipment to ensure safe and proper use.
- Explain and enforce safety rules and regulations.
- Maintain inventory records.
- Operate a variety of utility vehicles and vans.
- Apply protective athletic devices.
- Administer first aid.
- Oversee and perform cleanup activities.