

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN 21-22-117
OCTOBER 2021**

**EQUIPMENT MANAGER OF WINTER SPORTS
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**EQUIPMENT MANAGER OF WINTER SPORTS
POUGHKEEPSIE CITY SCHOOL DISTRICT**

APPLICATION

Please apply using a resumé and a letter of interest for consideration of appointment

QUALIFICATIONS:

NYS Teaching Certification required.
First Aid and CPR Training
AED Training (Automatic External Defibrillator)

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

GENERAL FUNCTION:

An athletic equipment manager is responsible for all new and used athletics supplies of a team. He is in charge of maintaining, ordering, and inventorying equipment and apparel.

1. Establishes, maintains, and reconciles uniform and equipment inventories and oversees the maintenance of all inventory records for the program

2. Oversees uniform and equipment distribution and retrieval at practices and on game day
3. Coordinates the preparation of facilities for athletic team practices and contests
4. Oversees and coordinates all game day equipment preparations and set up for games
5. Ensures that all uniforms and related apparel and equipment are maintained in a clean and serviceable condition
6. Assists with fitting athletic equipment and uniforms for the student-athletes
7. Stores and packs sporting equipment appropriately when not in use
8. Performs minor repairs and preventative maintenance or arranges for repairs of equipment maintenance machines
9. Performs other duties as assigned by the athletic department

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

**FINAL DATE
FOR FILING:**

October 29, 2021

SALARY:

In accordance with the PPSTA contract

SEND LETTER OF INTEREST TO: psheehan@poughkeepsieschools.org

Mr. Peter Sheehan
Interim Director of Athletics
Poughkeepsie High School

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.