

Athletics Equipment Room Assistant

Job Title: Student Worker – Athletics Equipment Room Assistant

Department: Athletics

Reports To: Director of Athletics Facilities & Game Operations: martinj@william.jewell.edu

Location: Athletics Equipment Room (Mabee 110)

Job Summary:

The Athletics Equipment Room Assistant provides essential support to the athletics department by assisting with day-to-day operations in the equipment room. This student worker position plays a key role in maintaining equipment and uniform inventory, ensuring team gear is prepared and distributed efficiently, and supporting athletic events and practices through logistical tasks.

Key Responsibilities:

- Perform daily laundry duties, including washing, drying, folding, and organizing uniforms, towels, and other athletic gear.
- Assist with inventory management by counting, organizing, tagging, and restocking athletic equipment and apparel.
- Support uniform and gear preparation for practices, games, and special events (e.g., prepping uniforms in locker rooms or for pick up).
- Conduct daily mail runs to and from the Athletics Department, campus mailroom, and other campus locations as needed.
- Help maintain cleanliness and organization of the equipment room and storage areas.
- Distribute and collect uniforms and gear before and after athletic events.
- Assist with equipment check-in/check-out processes for athletes and coaching staff.
- Work games and other events as part of the operations team.
- Perform additional duties as assigned by the Director of Athletics Events & Facilities or other Athletics staff.

Qualifications:

- Work Study eligible (*Required*)
- Must be a currently enrolled student in good academic standing.
- Ability to lift and carry up to 25 lbs.
- Strong organizational skills and attention to detail.
- Dependable, punctual, and able to follow instructions.
- Comfortable working in a team environment and independently.
- Flexibility to work early mornings, evenings, and weekends as needed.

Schedule:

Part-time, no more than 20 hours per week. Schedule will vary depending on athletic events, laundry cycles, and team travel needs.