



ST. JOSEPH SCHOOL
established 1907

Position Title: CYO Equipment Manager

Responsibilities: (include but are not limited to the following)

- Distributing all uniforms prior to the start of each sport season (Soccer, Cross Country, Basketball, Volleyball, and Track and Field).
- Keeping a record of which uniforms were distributed to what students (numbered uniforms only).
- Preparing and distributing team equipment bags for each team.
- Keeping track of available stock of needed items and making purchase requests prior to the start of each season.
- Washing and cleaning uniforms and equipment as necessary.
- Handling unexpected uniform and equipment tasks as they arise.
- Routine maintenance and prep of equipment, ball inflation etc.
- Collecting and organizing equipment at the end of each sport season.
- The ideal candidate will possess high level organizational ability, some flexibility to handle time sensitive requests and weekend and evening availability at select times of the year.

Please submit cover letter and resume to rhayes@stjosephsea.org

Position open until filled