

Equipment Manager

The Equipment Manager is responsible for the purchase, inventory, maintenance, issuance and collection of athletic equipment and supplies. Further responsibilities include contest set up and administration as necessary in addition to managing the equipment room and assistance during special events. Requirements: High School diploma required. Computer skills in data management, email program, excel spread sheets, Cranbrook Educational Community's purchase order system, Microsoft Office. Knowledge of sports and sports equipment preferred. **This is a part-time school session position working up to 30 hours per week.**