

College of the Redwoods

Position Description

Position: Athletic Trainer/Student Health Center Manager	Position Number:
Department: Physical Education	FLSA: Exempt
Reports to: Director, PE and Athletics	Salary Grade: 123

Summary

To administer preventative and rehabilitative treatment to athletes participating in intercollegiate sports programs and to maintain appropriate records. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and will train, oversee, and monitor the work of student trainers and supervise employees of the college's Student Health Center. This job class exercises responsibility for ensuring the proper safety of athletic/therapy equipment and for providing immediate evaluation of athletic injuries and determining whether injuries are treatable on-site or should be referred to a physician. This job class requires skillful handling of injuries and potential injuries obtained as a result of participation in athletic events.

Essential Duties and Responsibilities

- Provides first aid and treatment for all men and women's athletic teams.
- Performs preventative athletic training responsibilities and assists in the conditioning of athletes.
- Fits protective gear to athletes and performs periodic equipment checks to ensure proper operation and compliance to established safety standards.
- Arranges for and assists with pre-season physicals as required.
- Supervises and makes available the athletic training room as needed.
- Assists injured athletes in receiving professional medical attention and may provide transportation and assistance in completing insurance forms.
- Implements physicians' orders related to athletic conditioning and rehabilitation programs.
- Confers with physicians regarding the reinstatement of athletes to active participation.
- Maintains communication with the school nurse in regards to injuries and coordinates physician referrals with the nurse.
- Completes accident report forms for all injuries in athletics and does follow up contacts.
- Maintains an up-to-date filing system regarding all athletic injuries. Communicates with parent and/or guardians of injured athletes regarding nature and treatment to students enrolled in Physical Education courses when needed.
- Supervises the use of hydrotherapy whirlpool baths.
- Supervises and trains ancillary staff and student trainers. Supervises Student Health Center workers.
- Oversees Student Health Center services contract to ensure proper implementation of contract services. Assists the Student Health Center staff with the creation and submission of the annual budget.
- Inspects dressing rooms, showers, playing fields, and athletic equipment to eliminate hazards.
- Attends all men and women's athletic events held on campus as required.
- Maintains the training room and all equipment in a clean, sanitary, and operational condition. Inspects dressing rooms, showers, playing fields, and athletic

- equipment to eliminate hazards.
- Performs protective equipment repairs (i.e. shoulder pads, helmets, etc.).
- Organizes and/or conducts local clinics.
- Acts as a public relations contact for District high schools and recruiter for the Redwoods Athletic Program.
- Orders training supplies. Submits the annual budget for athletic supplies, including recommendations on the purchasing of specific protective athletic equipment.
- Maintains resource information related to state-of-the-art training techniques.
- Travels to all football and other athletic events as required.
- Assists with packing and loading of equipment for athletic events.
- Performs other related duties similar to the above in scope and functions as required.

Qualifications

Knowledge and Skills

Ability to: Perform first aid and CPR in strict compliance with established district policy. Effectively maintain records and reports. Develop and apply protective braces (i.e. bandages, braces and splints). Operate standard athletic equipment. Understand and carry out oral and written directions. Use computer for maintenance of records. Establish and maintain effective work relationships with those contacted in performance of required duties

Abilities

Knowledge of: Principles and techniques of prevention of injuries, conditioning, and rehabilitative treatment. Techniques of taping and bandaging all areas of the body. First aid procedures. Physical therapy techniques, hydrotherapy, paraffin therapy, hydroculator therapy, cryotherapy, massage therapy and similar treatments. Physical fitness, hygiene and safety procedures related to athletic program. Basic anatomy and physiology. Disinfectant techniques. Equipment and supplies used in a collegiate training program. Athletic equipment quality, cost types, and durability. All applicable safety standards and practices. Records management and applicable computer software.

Physical Abilities

Lifting and carrying up to 50 pounds. Exposure to dust, chemicals, and noise. Spends much time standing, walking, and bending. Must meet attendance requirements. Pre-employment physical will be required prior to first day of employment.

Education and Experience

BA or AA with 4 years experience required. Experience should be recent and provide advanced knowledge and demonstrate skills in administering first aid treatment, CPR treatment, and conditioning/rehabilitation techniques. Experience in evaluating and treating athletic injuries and selecting proper rehabilitation methods. Some supervisory experience preferred.

Licenses and Certificates

Must have a valid current CPR card and have or be able to obtain a National Athletic trainer Association Certificate within the first year of employment.