

Position: Athletic Trainer	Salary Grade: 24
Department: Main Campus	FLSA: Non-exempt

Summary

Under the direction of an assigned supervisor, administer preventive treatment and rehabilitation to athletes engaged in various intercollegiate sports; assure compliance with health and safety standards; oversee maintenance and replacement of athletic injury protective gear and equipment for the college athletic program.

Essential Duties and Responsibilities

- Provide emergency service for student-athlete injuries sustained during KINA classes, team practices and athletic events; evaluate seriousness of injuries; administer first aid; provide protective taping, bracing and padding for athletes; refer students to a physician as needed.
- Devise and recommend ways and means of preventing injuries and provide long term reconditioning programs as necessary.
- Coordinate rehabilitation programs for injured students; provide physical therapy treatment for injuries as prescribed by team physicians; coordinate and administer athletic training programs.
- Communicate the playing status of injured and recovered athletes to appropriate athletic and college personnel.
- Assure compliance with safety standards by properly fitting athletic equipment knee and ankle braces and other related protective gear.
- Educate and counsel athletes about their conditions including the nature of injuries and the procedures to be followed for recovery.
- Travel with athletic teams as assigned; attend home athletic events; provide protective equipment and perform emergency repairs at athletic events as needed.
- Maintain accurate and detailed injury and treatment reports of athletes.
- Maintain, order and inventory supplies and equipment; monitor the distribution of supplies; prepare related records.
- Inspect practice areas and athletic equipment; consult with coaches regarding injury prevention.
- Clean and maintain training room and related equipment and supplies; maintain work area in a safe, clean and orderly condition; perform minor maintenance to training equipment; provide for and schedule servicing of equipment as needed.
- Operate a variety of athletic and medical equipment including a muscle stimulation unit and ultrasound machine.
- Assist coaches in the off-season conditioning of athletes. Develop and maintain positive and effective working relationships with athletes, coaches and health

center personnel.

- Prepare budget for athletic first aid, medical supplies and equipment for approval by the Athletic Director.
- Facilitate communications between athletes, coaches and parents, the college and the community concerning assessment of health and physical status of athletes.
- Review athletic insurance coverage and assist athletes
- Prepare and maintain a variety of records and reports including injury and accident reports, rehabilitation logs and insurance claims; maintain and update student files.
- Provide work direction and guidance to student assistants as assigned.
- Provide clerical duties for athletics as assigned.

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

▪ Knowledge and Skills

- Equipment, materials and supplies of a college athletic and physical education program. Medical terminology and human anatomy.
- First aid and CPR.
- Injury evaluation and proper treatments.
- Modern practices and techniques of preventive and rehabilitative treatment used in athletics. Principles, methods and techniques of physical therapy.
- Methods and techniques of properly fitting athletic equipment. Record-keeping and report writing techniques.
- Proper methods of storing equipment, materials and supplies. Health and safety regulations.
- Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

▪ Abilities

- Administer preventive and rehabilitative treatment to physical education students and athletes. Evaluate and treat a variety of athletic and physical education injuries.
- Administer first aid and CPR. Perform physical therapy as directed.
- Apply and fit protective taping, padding, braces and related equipment. Maintain and repair athletic protective equipment.
- Recognize unsafe conditions which may be potentially dangerous to an athlete. Maintain records and prepare reports related to assigned activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Operate a variety of athletic and medical equipment.
- Travel to athletic events as assigned.
- Analyze situations accurately and adopt an effective course of action. Work effectively under time constraints.

▪ **Physical Demands**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to stand for extended periods of time.
- Ability to sit for extended periods of time.
- Ability to see for purposes of reading printed matter.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to bend and twist.
- Ability to lift 50 lbs.
- Ability to carry 50 lbs.
- Ability to operate equipment used in the maintenance and repair of athletic equipment.
- Ability to reach in all directions.

▪ **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Any combination equivalent to: Bachelor's degree with course work in physical education, athletic training or a related field and two years athletic training experience.

▪ **Licenses and Certificates**

Possession of, or ability to obtain, a valid First Aid and CPR Certificate issued by an authorized agency.
Possession of, or ability to obtain, a valid California driver's license.
Possession of, or ability to obtain, a National Athletic Trainers Association Certification.

▪ **Working Conditions**

Indoor and outdoor work environment. Drive a vehicle to conduct work.
Evening or variable hours. Seasonal heat and cold or adverse weather conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.