

JOB DESCRIPTION



Position Title: Assistant Athletic Trainer

Department: Athletics

Employment Category: Administrative Support

Primary Location: Douglas Campus

FLSA Classification: Exempt

Parameters: Full-time; 10 months/year

Pay Grade: AS11

Position Summary: The Assistant Athletic Trainer is responsible for providing support to all athletic teams and assisting athletes with injuries and illnesses. Assessing injuries/illnesses and determining appropriate treatment, using medical equipment and supplies, and assisting in monitoring the department budget.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Attends athletic and sporting events, responding to athletic injuries/illnesses in a timely manner; assesses injuries and/or illnesses, determining appropriate and/or necessary treatment; performing treatment(s) and testing such as muscle stimulation, ultrasound, etc., and contacting medical personnel as necessary

Assists the Athletic Trainer in providing counseling to athletes and athletic staff regarding course of treatment and rehabilitation, arranging and monitoring rehabilitation programs; assessing and determining athlete's readiness to return practice or competition; and educating staff and athletes on injury prevention and rehabilitation

Remains current in the athletic training and sports medicine field; adhering to safety practices and procedures and taking appropriate precautions when treating injuries/illnesses; complying with applicable policies and procedures, and creating, modifying, and implement policies and procedures as appropriate

Assists the Athletic Trainer in developing, monitoring, and maintaining the department budget, ensuring compliance with budgetary constraints; purchasing supplies and equipment, negotiating services (i.e. surgeries) with insurance companies and monitoring physician consultations; preparing special and recurring reports including but not limited to daily injury reports, athlete databases

Monitors, maintains, and utilizes medical and athletic training equipment in treatment of sports and athletic injuries; scheduling and/or performing routine equipment maintenance, ensuring equipment is in proper working order, and maintaining adequate supply inventory, re-ordering as necessary

Interacts with college personnel, students, vendors, healthcare and medical personnel, representing the college at various events, meetings, conferences, and seminars, operating college vehicles, and performing occasional supervision of other staff

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

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Bachelor's degree in athletic training, sports medicine, or related field from an accredited institution of higher learning recognized by the US Department of Education
National Athletic Trainers' Association Certification
CPR and First Aid Certification or the ability to obtain certification
Valid driver's license

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge of and ability to follow college policies and procedures
Knowledge of athletic training/sports medicine
Knowledge of health and safety practices and procedures
Knowledge of medical supplies and equipment
Knowledge of various treatment modalities
Knowledge of budget preparation, monitoring and administration
Knowledge of rehabilitation methods/programs
Skill in assessing and treating various medical conditions
Skill in responding to crises in calm and rational manner
Skill in effectively developing interpersonal relationships
Skill in maintaining composure when faced with difficult situations
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to and work with a diverse student population, faculty, administrators and community members
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to promote a positive atmosphere of teamwork and cooperation both within the college and the community members
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to maintain athletic training equipment and work space
Ability to direct the work of others including student interns
Ability to work independently with frequent interruptions

Work Environment: Work is primarily performed under general supervision in an office setting. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Athletic Trainer

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.