

## Approved FCC Job Description

<b>Athletic Trainer</b>	11/8/2012
Job Code:	Eligible for Overtime: Yes
Salary Plan and Grade: 9	

### General Description of the Job

The Athletic Trainer provides athletic training services for all team s. This position reports to the Director of Athletics.

### Essential Functions

The following are the functions essential to performing this job.

1. Works directly with team physician to create and implement treatment and rehabilitation programs for athletes.
2. Works with coaches to implement off-season and in-season conditioning programs for athletes.
3. Schedules daily treatment times for all injured athletes.
4. Maintains and monitors all records relating to injuries of athletes.
5. Ensures athletic training coverage for all practices and home athletic contests.
6. Supervision of the athletic training room on a daily basis relating to athletic programs and contents, including inventory of supplies and equipment.

### Other Functions

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Collects all pertinent paperwork and physicals prior to each team's season in a timely manner and ensure their completeness prior to approving participation.
2. Communicates with doctors and other members of the medical profession.
3. Coordinate training programs on pertinent health issues, such as Blood borne Pathogens, Hepatitis, etc., team physicals and CPR certification process for all coaches and staff once per year.

### Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Strong oral and written communication skills.
2. Ability to work a flexible schedule, including evenings and weekends to accommodate the program.
3. Demonstrated ability to multi-task in a fast-paced environment.
4. Ability to deal tactfully with parents, fans, athletes, coaches and others in a fair and timely manner.
5. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

### Qualification Standards

1. Education: Bachelor's Degree in Athletic Training or related field from an accredited institution required. Current National Athletic Training Association (NATA) certification required. Knowledge of basic word processing and spreadsheets required.
2. Successful experience: Student intern experience at an accredited institution required. Previous related experience preferred.
3. Other preferences: Management and supervisory experience preferred.

### Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

1. Successful treatment of athletes in compliance with all athletic training procedures.

*Note: The College reserves the right to change or reassign job duties, or combine positions at any time.*