

## Athletic Trainer

**POSTING CLOSING DATE: Friday, January 8, 2016 at 5:00pm.**

**Part-Time Position (.5 FTE)  
20 hours per week with no benefits  
\$21.95 to \$26.68 per hour**

### **Ideal Candidate:**

The ideal candidate is a person that possesses a high level of efficiency, knowledge, and technical skill in the field of sports medicine and athletic training. They must have excellent interpersonal and communication skills and perform their duties with a high level of professionalism. Quality customer service is required. Experience in an athletic training program at the collegiate level is desirable. Master's degree in Sports Medicine field, Kinesiology or other related field is also desirable. Ideal candidate is a team player working in conjunction with the Dean of Kinesiology and Athletics or designee, and identifies, secures, and coordinates with team physician(s) for all home football games; organizes and secures ambulance services for team contests (home football games and where else appropriate); develops and maintains Standard Operating Manual; educates coaches, staff, and student-athletes of operating procedures and protocols while participating in team meetings; orientations; and/or introductory classes where appropriate and educates students on athletic training room procedures and protocols; and understands and follows all regulations of the Coast Conference and the California Community College Athletic Association (CCCAA).

### **Definition:**

Under general supervision, to develop and implement health services for the care and prevention of injuries to student athletes; to administer first aid and emergency medical care; to administer rehabilitation of injuries; to teach within the physical education curriculum; to serve as the college's athletics equipment manager; and to perform related duties as assigned.

**Essential Duties:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Oversees, directs and schedules the activities of athletic trainers and athletic training interns; recruits, guides, trains and evaluates trainers and interns in the performance of their duties;
- Receives and reviews student health history records and informs faculty of health problems; maintains formal, confidential student health records;
- Coordinates and assists physician with pre-participation screening exams of athletes;
- Counsels students with health or injury problems and makes referrals to health agencies; decides, in absence of team physician whether an athlete is medically able to participate in practice and/or return to competition;
- Identifies, prescribes and treats athletic related injuries and returns athletes to the field of competition as soon as is safe;
- Reviews athletic insurance coverage and assists student athletes in the correct submission of insurance forms; completes medical insurance forms;
- Maintains medical usage records and prepares simple reports; maintains accurate and detailed injury and treatment reports;

- Responds to medical emergencies on campus, administering first aid and/or C.P.R. as required;
- Acts as athletic trainer for team practices and athletic events; instructs about aspects of injuries, reconditioning and nutrition;
- Assists with preparation of written policies and procedures regarding emergency management, treatment and reconditioning of injured athletes
- Tapes and otherwise prepares student athletes for sporting events;
- Administers the use of rehabilitation equipment such as ultrasound, whirlpool, electric stem and physical therapy treatments, and operates related therapeutic modalities;
- Supervises the use of training equipment; maintains the training area and treatment room in a clean, sanitary and orderly condition;
- Travels to athletic events with groups representing the college;
- Assists in budget development, recommends and administers functional budgets for first aid supplies and equipment;
- Serves as athletic equipment manager; purchases, repairs and maintains supplies and equipment; maintains an accurate inventory of all athletic training room supplies and equipment; maintains first aid kits and supplies;
- Inspects playing fields and athletic equipment; notes and reports health and/or safety hazards;
- Performs basic clerical duties, including posting, filing and answering the telephone;
- Develops and maintains cooperative and effective working relationship with others including athletes, athletic trainers, coaches, parents, physicians and health center personnel; facilitates communication among parties;
- Reads, interprets, applies and explains rules regulations, policies and procedures related to athletic training and health services.

### **Minimum Qualifications:**

#### Knowledge of:

- Types and symptoms of athletic injuries, their prevention, care, treatment and first aid methods.
- Policies, procedures and objectives of physical education and athletic programs.
- Techniques and practices of training and providing work direction to trainers and student interns.
- Advanced principles of anatomy and physiology.
- Broad understanding of the legalities related to student athletics.
- Repair, maintenance and inventory of athletic equipment.
- Methods, practices, terminology and techniques used in athletic training activities including the prevention of injuries and use of physical therapy equipment.
- Basic safety practices and principles.
- Rules and regulations applying to safe equipment operation, medical scope and limits of authority.

#### Skill in:

- Identifying, prescribing and treating athletic injuries.
- Understanding and carrying out written and oral directions.
- Applying various types of therapeutic treatment, equipment and conditioning programs.
- Using athletic training and physical therapy equipment with proficiency.
- Communicating effectively with coaches, student-athletes and administrators the needs of the injured student-athletes.
- Working with and relating to several different medical entities; working with physicians, hospitals, clinics, insurance companies and maximizing use of time.

- Operating a personal computer using word processing and database programs, a calculator and Standard office equipment.
- Basic record keeping and report writing.
- Establishing and maintaining cooperative and effective working relationships with students, staff and the general public.
- Interpersonal communications, using tact, patience and courtesy.

#### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; first aid certificate; CPR certificate; pursuant to bylaw 9.2.3 of the California Community College Commission on Athletics, must possess a Certification, recognized by the National Commission on Health Certifying Agencies and the American Medical Association, as an Athletic Trainer.

**Illustrative Education and Experience:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Bachelor's degree with major coursework in health services, physical therapy or a closely related field, and one year of experience as a health services technician or athletic trainer

**Physical Characteristics:** The physical abilities involved in the performance of essential duties are:

Sitting, standing to supervise home contests, perform training room activities and administration; walking from training rooms to fields or gym; running in response to emergencies; climbing, bending, stooping to operate equipment assess and treat injuries, and access supplies; hand/finger movement sufficient to type, treat injured athletes, operate and handle equipment; and lifting up to 200 pounds. This work is performed indoors and outdoors in a variety of weather conditions.

#### **Application Process**

To be considered for this excellent opportunity the following items must be received by the Human Resources Office no later than 5:00pm on Friday, January 8, 2016.

1. Completed legible [Classified Employment Application Form](#) (required)
2. Cover letter detailing qualifications and experience (required)
3. Resume (required)
4. [Affirmative Action Applicant Survey form](#) (optional)

Applications are also available on our website at <http://www.gavilan.edu/jobs/apps/classified.html>. Please be aware, the District does not reimburse for expenses related to the recruitment process.

#### **NON-DISCRIMINATION**

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.