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# Athletic Trainer

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## Posting Details

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### Posting Summary

College of the Redwoods



**Position Title**

Athletic Trainer

**FLSA**

Exempt

**Position Type**

Administrator/Manager

**Department**

Health, Physical Education, and Athletics

**Location**

Eureka

**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. 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 medical professionals in regards to injuries and coordinates physician referrals with the health center.
- 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. Communicate 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 workers.
- 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.

**Reviewer Access**

**Grant Funded**

No

**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, hydrocollator 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.

**Equal Employment Opportunity and Workplace Diversity**

It is the policy of College of the Redwoods not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, or sexual orientation in its educational programs and its employment practices.

Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

College of the Redwoods values all members of our community and strives to create a diverse, nurturing, honest, and open environment. CR is committed to equal employment opportunity in its employment and encourages applications from underrepresented group members.

<b>Licenses and Certificates</b>	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.
<b>Hours</b>	Full Time 12 Months/Year
<b>Salary Grade</b>	123
<b>Salary</b>	\$73,465.60 - \$124,404.80/Annual Salary
<b>Contact(s)</b>	Human Resources
<b>Contact Phone</b>	707-476-4140
<b>Contact Email</b>	hr@redwoods.edu
<b>Start Date</b>	
<b>Posting Detail Information</b>	
<b>Posting Number</b>	S00285P
<b>Requisition Number</b>	23-144
<b>Job Open Date</b>	04/18/2023
<b>Job Close Date</b>	05/09/2023
<b>Open Until Filled</b>	No
<b>Special Instructions to Applicants</b>	
<b>Pass Message</b>	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
<b>Fail Message</b>	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
<b>Quick Link for Posting</b>	<a href="https://employment.redwoods.edu/postings/3927">https://employment.redwoods.edu/postings/3927</a>
<b>Conditions of Employment</b>	Offers of employment are contingent upon the successful clearance of a criminal background check, pre-employment physical examination, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work. The District may select additional qualified candidates should unexpected vacancies or needs occur during the recruitment/selection process. When education is a requirement for the position, official academic transcripts from the accredited college/university will be required.  California School Employees Association is the exclusive bargaining representative for College of the Redwoods classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fees.  The salary range indicated is reflective of a 20-step salary schedule.
<b>Benefits</b>	Medical, dental, and vision insurance is provided by the District for all full-time employees and their dependents.
<b>Application Process</b>	Required Materials  Apply online at <a href="https://employment.redwoods.edu/">https://employment.redwoods.edu/</a>

You will need to attach the information below to complete the online application process.

Attachments are accepted in .doc or .pdf file formats.

1. Letter of introduction expressing interest in and qualifications for this position
2. Professional resume
3. Transcripts of all college degrees and courses (unofficial is sufficient for application, official copies will be required of the successful candidate)

Incomplete application packets will not be forwarded for consideration by the screening committee.

#### Application Procedures

All documents included in your application file become the property of the District and will not be returned.

Your application for this job posting will not be considered for future openings. New documents must be submitted for each job posting.

To be included in the first review, the applicant must complete the online application process by 5:00 p.m. PST on the closing or first review date.

If, because of a disability, you need special services or facilities in order to apply or interview for this job posting, please call Human Resources.

For assistance or information, please contact:

College of the Redwoods

Human Resources

7351 Tompkins Hill Road

Eureka, CA 95501-9300

Phone 707-476-4140

Fax 707-476-4421

TTY 711

Email [hr@redwoods.edu](mailto:hr@redwoods.edu)

#### Selection Process

All complete applications will be reviewed by a representative screening committee. Selected candidates will be invited to appear for a personal interview at College of the Redwoods. Expenses incurred in connection with the site interview will not be reimbursed.

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## Budget Information

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## Budget Summary

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. How did you hear about this employment opportunity?
    - o CR Website
    - o Craigslist
    - o Higher Ed Jobs
    - o Indeed.com
    - o CCC Registry
    - o Personal Referral
    - o North Coast Journal
    - o Triplicate/Curry Coastal Pilot
    - o CalJOBS
    - o Other
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## Applicant Documents

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Required Documents

1. Cover Letter
2. Resume
3. Transcripts
4. Licenses and Certificates

Optional Documents

None

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## Search Committee Members

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Name	Email	Chair?	Status
Keith Flamer	keith-flamer@redwoods.edu	No	approved
Julia Morrison	julia-morrison@redwoods.edu	No	approved
Bob Brown	bob-brown@redwoods.edu	Yes	approved
Kerry Mayer	kerry-mayer@redwoods.edu	No	approved
Lisa Gaetje	Lisa-Gaetje@Redwoods.edu	No	approved

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## Ranking Criteria

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## Reference Letter

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Reference Letter

Minimum Requests                      3  
Maximum Requests                      3

**Cutoff Date**

**Provider Special Instructions**

**Confirmation Message To Provider**