



Job Classification Description

HEAD ATHLETIC TRAINER/ASSISTANT ATHLETIC DIRECTOR VSC UP PAT BARGAINING UNIT GRADE 12 EXEMPT

BASIC FUNCTION

To serve as the athletic trainer for all LSC athletics programs, with responsibility for the treatment, prevention, rehabilitation and conditioning of participants in all varsity athletics teams, intramurals, physical education classes when suffering from sports related injuries. Assist the Director of Athletics through organizing and managing a wide range of College athletic activities, including coordinating and communicating college sports information.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement and administer a college-wide program for the prevention and care of athletic injuries.
- Carry out an ongoing injury prevention program through conditioning, safety checks and formal and informal instruction of athletes in injury prevention techniques, diet and nutrition, and the like.
- Provide direct services to athletes/students in care of injuries: identify, assess and care for athletic injuries, including referral to physician and outside medical facilities as appropriate; manage injuries and rehabilitation, under physician's direction as appropriate; counsel athletes, prepare athletes for practices or contests by preventive taping; protection of previous injuries, giving special instructions, and so forth; assist physicians in conducting physical exams of varsity athletes.
- Confer regularly with director of athletics, coaches and other athletics personnel to plan, coordinate and evaluate training programs/activities, provide technical assistance and instruction related to proper conditioning and coaching techniques, consult on specific athletes' problems, and the like.
- Maintain and operate athletic training room/facilities and equipment.
- Train and supervise student athletic trainers.
- Plan, request and administer an operating budget for athletic training.

- Prepare required administrative records and reports.
- Prepare and maintain medical reports; evaluations, treatments, referrals, etc.
- Participate in a variety of athletic promotional, fundraising and student recruitment efforts.
- Keep up-to-date on current developments in athletic training methods, technology and the like.
- Play a key role in planning, implementing and supervising athletic activities and events in collaboration with the Director of Athletics and other student affairs staff.
- Manage, report and promote sports information through telephone and written communications, including releasing statistics and schedules, preparing and disseminating news releases, maintaining and updating the LSC athletic WEB page with schedules, sports related stories and score information; responding to inquiries from the press and appropriate others regarding sports programs and events.
- Provide the coordinator of public information with reports on team schedules, and outcomes of contests, individual and team awards, etc.
- Assist in the assigning and supervision of student assistants in a variety of tasks within the Athletic Department.
- Perform administrative duties related to athletic functions as needed.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Athletics.

MINIMUM QUALIFICATIONS

Bachelors degree in physical education or other appropriate discipline, plus National Athletic Trainers' Association Certification, current CPR certification, and two to four years of relevant technical and administrative experience; master's degree is preferred; or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad based technical knowledge and skills related to athletic training and sports injuries.
- Training as an EMT and CPR instructor is desirable.
- Good administrative and supervisory skills.
- Good teaching and counseling skills.
- Ability to deal effectively with students, other College personnel, physicians and others outside the College in carrying out athletic training facilities as well as media contacts.