

# ATHLETIC TRAINERS SAMPLE JOB DESCRIPTION

## POSITION SUMMARY:

Under the direction of the college athletic director/dean, the athletic trainer assists in the development and implementation of programs for the prevention of injuries to student athletes, administers first aid and emergency medical care, administers rehabilitation for injuries, and teaches within the physical education curriculum where appropriate.

## DUTIES AND RESPONSIBILITIES:

- Prepares written policies and procedures in collaboration with the team physician regarding emergency management, treatment and reconditioning of injuries for athletes including an annual review and update of established programs as necessary.
- Oversees, directs, and schedules the day-to-day activities of the athletic training staff; including the recruitment, guidance, training, and evaluation of student athletic training interns in the performance of their duties.
- Inspects and evaluates dressing rooms, showers, playing fields, and athletic equipment to reduce hazards.
- Administers first aid and emergency medical care including lifesaving procedures to student athletes. In the absence of the team physician, makes decisions concerning the ability of the injured athlete to participate.
- Administers the use of rehabilitation equipment and operates related therapeutic modalities as directed by the team's physician.
- Cares for college athletic teams at home and away competition.
- Assists the college physician and health personnel with athletic health screening examination arrangements.
- Refers injured students to the team physician, college health center, or appropriate medical facility as necessary.
- Maintains accurate and detailed injury and treatment reports about student athletes.
- Maintains treatment room equipment in a clean and orderly condition.
- Develops and maintains an effective working relationship with student athletes, coaches, and health center personnel.
- Prepares a budget for athletic first aid medical supplies and equipment for approval by the athletic director/dean.
- Facilitates communication between athletes, coaches, parents, administration, and community concerning the health and physical status of athletes.
- With the advice of the insurance agent, reviews athletic insurance coverage and assists student athletes and staff in the correct submission of insurance claims.
- Instructs student athletes about aspects of injuries, reconditioning programs, and nutrition.
- Works to assist athletes with problems including sexuality, drug abuse, personal, social, and educational goals and objectives. In cases of serious psychosocial difficulties, makes the appropriate professional referrals.
- Is an active member of the college student athlete health and welfare team.
- Performs related duties as assigned.

**KNOWLEDGE AND SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Methods, practices, terminology, and techniques used in athletic training activities, including the prevention of injuries.
- Principles and practices of training and providing work direction.
- Policies, procedures, and objectives of physical education and athletic programs.
- Advanced principles of anatomy and physiology. Symptoms of athletic injuries, applicable treatment, and first aid methods.
- Various types of therapeutic treatment, equipment, and conditioning programs.
- Rules and regulations applying to safe equipment operation and medical care.
- Oral and written communication skills.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

**SKILLS TO:**

- Operate a personal computer, calculator, and standard office equipment.
- Operate rehabilitation equipment and modalities.

**ABILITIES TO:**

- Develop and implement a program for the prevention of injuries to athletes.
- Administer first aid and emergency care.
- Treat injuries and provide reconditioning according to authorized medical directions.
- Oversee and provide direction to staff and intern trainers.
- Prepare budgets for first aid, medical supplies, and equipment for approval by the dean.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others including athletes, trainers, coaches, parents, doctors, and professional associations.
- Understand and work within the scope of authority.
- Maintain records and prepare reports.
- Utilize word processing and database software applications.

**MINIMUM QUALIFICATIONS:**

- Baccalaureate Degree
- Valid California Drivers License with a safe driving record.
- Current first aid, CPR certifications.
- Certification by an organization recognized by the National Commission on Health Certifying Agencies and the American Medical Association.