



JOB DESCRIPTION

JOB TITLE: Athletic Trainer

REPORTS TO: VP of Student Affairs/Athletic Director

CLASSIFICATION: Administrative III - Staff

STATUS: Full-time, non-exempt

LENGTH OF EMPLOYMENT: 10-month continuing position

JOB OVERVIEW:

The Athletic Trainer's primary duties are to:

1) Perform administrative functions directly related to the development, coordination and administration of a comprehensive sports medical program for Connors State College's intercollegiate sports. The Athletic Trainer will perform professional and administrative services directly related to essential sports medicine coverage for athletic contest and practices.

2) Teach academic Health and Physical Education, and Fitness Programs to CSC Students. Advise, tutor, educate student athletes in the promotion of health and physical wellbeing with regards to first-aid treatment, injury prevention, evaluation, treatment and rehabilitation.

The Athletic Trainer will also be responsible for the management of the College's Wellness Centers, support staff, and the teachings of proper exercise and safety practices.

Holds District (5) Five License and is certified by the National Athletic Trainer's Association.

DUTIES AND RESPONSIBILITIES:

- Develop overall sports medicine program for the College, including: injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs and counseling for student-athletes
- Provide or coordinate athletic training coverage for athletic contest and practices
- Recruits, assigns and supervises student trainers
- Coordinate and schedule physical examinations and medical referrals for student-athletes to determine their ability to practice and compete
- In conjunction with Athletic Director, develops and or revises appropriate handbooks and protocols
- Maintains detailed records for all varsity sports injuries and treatment
- Provide necessary programming of student welfare and drug and alcohol programs
- Coordinates insurance information with parents and players and expedites insurance claims and payments
- Develops and submits an annual budget request to the Athletic Director



- Makes arrangements for supplies and training equipment to be transported on trips
- Assist with the recruitment of student-athletes
- Actively participates in the National Athletic Trainer's Association and the Oklahoma Athletic Trainer's Association
- May be required to teach in the Physical Education Department
- Manage the College's Wellness Centers
- Additional duties as assigned

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to develop a sports medicine program
- Ability to provide and coordinate athletic training coverage during athletic contests and practices
- Ability to recruit and manage student trainers
- Ability to maintain detailed records
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree required; Master's degree preferred
- NATA Certification required
- State License required
- Two (2) years of athletic training experience required

SPECIAL REQUIREMENTS:

- Job will require travel with athletic teams
- Ability to work a flexible schedule, including evenings and weekends

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____