PROFESSIONAL JOB DESCRIPTION
Exempt; Full-time [10 months]

POSITION TITLE: Athletics Trainer
DEPARTMENT: Athletics

PURPOSE: This position is responsible for delivering the six domains of athletic training (Prevent, Protect, Evaluate, Assess, Rehabilitate, and Counsel) to TVCC’s fifteen Athletic Programs: Men’s and Women’s Soccer, Men’s and Women’s Basketball, Volleyball, Baseball, Softball, Men’s and Women’s Track and Field, Men’s and Women’s Cross Country, Men’s and Women’s Golf, and Men’s and Women’s Tennis.

ESSENTIAL FUNCTIONS
Duties include but are not limited to:

- Responsible for budget, inventory, and required materials to supply and operate the training room.
- Responsible for the taping, bracing, and padding of athletic-related injuries.
- Responsible for delivering therapeutic modalities to athletic-related injuries.
- Responsible for primary and secondary survey or evaluation of all athletic-related injuries.
- Responsible for monitoring ABC’s, CPR, First Aid and other interventions while performing primary survey to all student-athletes.
- Responsible for the necessary referral of musculoskeletal, neck and/or spine and various other injuries to the appropriate medical provider.
- Responsible for contacting physicians or contact referrals to coordinate appointments for student-athletes.
- Responsible for all medical documentation of student athletic-related injuries. Maintain confidentiality of documentation.
- Responsible for the “medical clearing” of all injured student-athletes.
- Trainer is required to arrive before, be present, and remain after the game/event as appropriate; responsible for game and event preparation of student-athletes; responsible for game and event medical coverage of student-athletes as scheduled with the Athletic Director.
- Responsible for the medical counseling of all athletic-related injuries and inquiries by student-athletes.
- Responsible for distributing protocols of therapeutic exercise and rehabilitation to athletic-related injuries.
- Responsible for distributing necessary insurance paperwork to student-athletes in regards to athletic-related injuries.
- Responsible for completing all necessary requirements of athletic training involved in intercollegiate sports.
- Responsible for maintaining state licensure and national certification by annually completing the necessary Continuing Educational Units (CEU). Responsible for completing the necessary annual requirements of CPR, AED, and First Aid Certifications.
TVCC values **professionalism** in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

**QUALIFICATIONS**

MANDATORY: Bachelor’s degree from an accredited athletic training program in sports medicine or athletic training and certified by the National Athletic Trainers’ Association (NATA). Knowledge of human physiology and anatomy; able to evaluate injury and determine treatment. Maintain accurate and appropriate training records. Knowledge of NATA and NWACC regulations and the use and maintenance of athletic training equipment. Administer first aid and CPR. Supervise student athletic trainers. General knowledge of sports, recreation, or athletic programs and student life in a college setting.

SPECIAL LICENSE/CERTIFICATE: Current CPR certification, First Aid Certificate, and a valid driver’s license.

**PHYSICAL DEMANDS**

While performing the duties, the employee is frequently required to sit or stand for long periods of time. This position requires the ability to walk for long distances (large venue sites), occasionally run for shorter distances (getting quickly to the site of an injured athlete), and frequent bending and twisting. Duties will involve moving materials/objects up to 20 pounds on a regular basis and up to 50 pounds on an occasional basis, as well as assisting an injured athlete. Manual dexterity and coordination using one or both hands are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

**WORKING CONDITIONS**

Busy work environment with numerous interruptions. Work hours may vary in order to fulfill the responsibilities of the position and/or team schedules. Exposure to possibly disagreeable conditions due to outdoor weather extremes. May be requested to travel with team.

This position works August 1 to May 31 each academic year.

**SUPERVISORY RESPONSIBILITY**

May supervise and assign work to student trainers.

**SUPERVISION RECEIVED**

Works under the general supervision of the Athletics Director.

The above description covers the most significant duties performed but does not include other related occasional work.
I have read and understand this position description.

______________________________
Employee Signature

______________________________
Date