

Assistant Athletic Trainer

Job Title: Assistant Athletic Trainer
Department: Athletics
Reports to: Ms. Nancy Beatty, Athletic Director
FLSA Status: Exempt
Position Status: Full-time, 12 Month Position

Providence Day School is searching for an assistant athletic trainer. This is a full time position that would start July 1st, 2022. It is a 12 month position. The assistant athletic trainer will be directly responsible to the head athletic trainer and Director of Athletics. The assistant athletic trainer will assist the head athletic trainer in the prevention, care, and rehabilitation of athletic injuries. To be eligible for this position the person would need to be licensed by the state of North Carolina and be a member in good standing of the National Athletic Trainers Association. Experience as an athletic trainer is preferred.

Essential Duties and Responsibilities include the following:

1. Provide a vision for the care and concern of all student-athletes by maintaining a safe, clean, and efficient athletic training room.
2. Athletic training coverage as determined by the head athletic trainer and athletic director.
3. Administers and manages concussion database (including baselines) for student-athletes.
4. Mentor and supervise student athletic trainers.
5. Assist in managing the physical form database.
6. Assist in the updating of CPR certification for all coaches.
7. Communicates directly with coaches when policies are not followed.
8. Communicates with coaches and parents regarding injured student-athletes and subsequent follow-up to parents after an injury.
9. Provide follow-up treatment and medical referrals when necessary.
10. Assist in stocking medical kits and disperse to each coach for away events and off-campus practices.
11. Documents injuries, treatment procedures on the Magnus website.

Other Duties and Responsibilities include the following:

1. Maintains the athletic training room and all equipment.
2. Monitors and communicates weather and other environmental risks to coaches, and administration.
3. Assist in set up for practices and games.
4. Support at conference and state tournaments.
5. To provide athletic trainer support to the CISAA/NCISAA when necessary.

Qualifications include the following:

1. Must be passionate about working with people, including but not limited to student/athletes.
2. Excellent communication skills.
3. Technological expertise including but not limited to, Outlook, Word, and Excel.
4. Ability to communicate effectively including but not limited to the use of email, letters, spreadsheets, and the PDS website.
5. Enthusiastic, positive attitude with strong organizational skills and the ability to work well within a team.
6. Must be able to demonstrate the unique ability to remain flexible while staying focused on the task(s) at hand.
7. Ability to multi-task.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.AssistantAthleticTrainer@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).