

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: DIRECTOR OF ATHLETICS/ATHLETIC TRAINER**

#### **BASIC FUNCTION:**

Under the direction of an area administrator, plan, organize, coordinate, direct, and participate in the District's athletic program; provide preventive and rehabilitative treatment of athletes engaged in various intercollegiate sports; administer emergency first aid and attend to the routine medical needs of injured athletes and staff during practice sessions, physical and education classes, and sporting events; maintain and control the training room; advise and consult the coaching staff on the severity of injuries and the athlete's ability to resume practice and re-enter competition; travel with the athletic teams and assume responsibility for attending to the routine medical needs of injured athletes in the absence of other appropriate medical facilities; recommend for hire, train, supervise, and evaluate staff.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, direct, and participate in the administration and supervision of the District athletic program; develop and oversee the implementation of a philosophy for the athletic program. **E**

Supervise, train, and evaluate assigned athletic staff; assist in the recruitment and selection of coaching personnel; select, train, and provide work direction and guidance to student workers and others as needed. **E**

Plan, organize, and coordinate the athletic department budgeting and scheduling function; develop and submit budget requests; oversee the preparation of athletic schedules; arrange for on and off-campus facilities for athletic activities or events; oversee transportation, travel requests, and arrangements; secure officials for home games. **E**

Interpret athletic and eligibility related policies and regulations; direct athletic eligibility determinations and record-keeping; assist in activities related to student recruitment programs; coordinate activities with other administrators, offices, and outside agencies. **E**

Attend athletic events and practices as required and provide for immediate and necessary emergency care for injured athletes, other students, staff, and visiting athletic guests as needed; escort injured athletes to proper medical services for primary and follow-up care as needed. **E**

Provide preventive, post-injury, and post surgical care to athletes engaged in various intercollegiate sports; administer emergency first aid and attend to the routine medical needs of injured athletes and staff during practice sessions,

## **Director, Athletics/Athletic Trainer-Continued**

physical education classes, and sports events; provide preventive and rehabilitative taping and supports for ankles, knees, wrists, and other joints, muscle groups, and body structures as needed by the individual; design, fabricate, and fit custom and commercial protective devices. **E**

Operate and supervise the operation of physical therapy modalities used in the treatment and rehabilitation of injuries, including ultrasound, tens units, whirlpool, muscle stimulation, massage, hydrotherapy, PNF techniques and modalities, hydrotherapy and thermal therapy. **E**

Operate and maintain the college training room and equipment storage facilities; review equipment and material needs with coaches for individual athletic teams, department use, and for health supplies in training program. **E**

Maintain records of injuries, physical therapy, daily treatment, and other activities in the physical education department; prepare accident and insurance forms; inform parents on injuries as appropriate. **E**

Maintain insurance records of initial medical referral and related correspondence with insurance carriers; provide for the coordination of benefits between an athlete's primary coverage and secondary coverage provided by the college's insurer. **E**

Issue permits for physician's care and certifies clearance for participation following medical care; schedule and provide physician assistance with pre-participation physical; maintain related records; provide for post physical follow-up as directed by the attending physician. **E**

Provide technical and individual information to athletes and coaches regarding diets, rest, conditioning, exercises, reconditioning, and related health matters in a competitive and personal environment. **E**

Prepare a variety of informational, promotional, and public relations materials; prepare handbooks, policies, and procedural guides as assigned; develop and implement athletic programs related to the care and prevention of athletic and school related injuries; make presentations for a variety of groups; serve on District committees as assigned. **E**

Direct office record-keeping and filing activities; assemble data and prepare reports; maintain a variety of equipment and inventory related records and files; oversee the acquisition, issuance, maintenance and repair of athletic equipment and supplies. **E**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

## **Director, Athletics/Athletic Trainer-Continued**

### **KNOWLEDGE OF:**

Philosophy, objectives, and goals of effective athletic program.  
Policies, procedures, rules, and regulations related to a variety of sports, athletic activities, and programs.  
District functions, organization, services, policies, goals, and objectives.  
Principles of physiology, kinesiology, anatomy, and first aid.  
Various therapeutic techniques, including hydrotherapy, electrotherapy, thermal therapeutic techniques, exercise therapy, and physical conditioning both singularly and in combination.  
Protective general athletic equipment involving design, function, and durability.  
Athletic equipment, materials, and supplies used in a community college athletic program.  
Principles of providing training, work direction, education, and counseling.  
Applicable sections of the State Education Codes and other laws.  
Budget preparation and control practices.  
Public relations methods and techniques.  
Office organization and management.  
Record-keeping and report preparation practices.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills in dealing with students, parents, athletes, physicians, and physical therapists.

### **ABILITY TO:**

Plan, organize, coordinate, direct, and participate in the administration and supervision of the District athletic program.  
Develop and direct implementation of philosophy for athletic program.  
Supervise, train, and evaluate staff.  
Monitor program activities and budgets.  
Direct athletic eligibility determinations and record-keeping.  
Learn, interpret, explain, and carry out rules, regulations, policies, and procedures related to athletics, athletic training, and eligibility.  
Administer preventive measures, first aid, and rehabilitative treatments to athletes in various inter-collegiate sports.  
Understand various modalities used in physical therapy and injury rehabilitation.  
Supervise the conditioning and exercise of athletes.  
Tape athletes and apply protective devices and pads.  
Conceptualize the need and function of protective equipment and the subsequent fabrication of that custom protective device, in singular or in combination with commercial devices.  
Maintain medical aid, equipment records, and prepare reports as needed.  
Maintain comprehensive records on rehabilitation and injury management.  
Analyze situations accurately and adopt an effective course of action.  
Travel to athletic events as required.  
Communicate at a professional level with various health care professionals; follow technical and detailed instructions of the team and attending physicians.

## **Director, Athletics/Athletic Trainer-Continued**

Establish and maintain cooperative and effective working relationships with others.

Work effectively with individuals and groups of varying backgrounds, interest, goals, and needs.

Lift, carry, push, and pull objects weighing up to 100 pounds.

Maintain current knowledge of technical advances in the field.

Prepare promotional and informational materials.

Make presentations for a variety of groups and effectively represent the program and college.

Direct office record-keeping operations.

Assemble data and prepare reports, correspondence, manuals, guides, and publicity materials.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in athletic training or related field, and two years experience in high school or college athletics training environment; five years experience in athletic programs involving college-level students.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Possession of a valid National or American Athletic Trainers Association Certificate.

Current First Aid and CPR certificates

### **WORKING CONDITIONS:**

Athletic training room campus and athletic event environment; subject to driving to a variety of locations to conduct work during day and evening hours.

Position required bending to tape and lift.

Heaving/ lifting (up to 100 pounds).

Standing and walking for long periods of time.

Visual, hearing, and verbal ability.

Incumbent may be exposed to contact with blood and body fluids, contact with hostile or abusive individuals, and exposure to individuals with excessive body odor.