



Title: Assistant Athletic Trainer/Strength and Conditioning Coach

Date: March 2024

FLSA Status: Exempt, Full-time, 10-month position

Salary: \$40,000

Reports to: Head Athletic Trainer and Director of Athletics

Job Summary: Under the general direction of the head athletic trainer and director of athletics, this person performs a wide range of tasks in athletic training and strength and conditioning for ten varsity programs and three varsity reserve programs. This includes but is not limited to being responsible for assisting the head athletic trainer in developing, coordinating, and administering a comprehensive preventative and rehabilitative healthcare program for student-athletes as well as designing and implementing individualized performance enhancement programs (preseason, in-season, and off-season) for each sports program. Sport assignment includes coverage between all sports offered at the College, with practice and game coverage split between both athletic trainers on staff. The daily schedule consists of clinical work assignments as well as practice and home game coverage.

Duties and Responsibilities

- Maintain and coordinate a comprehensive sports medicine program.
- Work collaboratively with the head athletic trainer and strength and conditioning coach.
- Perform professional and administrative services essential for the success of the sports medicine program.
- Work under the supervision of team physician(s)
- Provide athletic coverage during practices and home/away contests.
- Evaluate and diagnose injuries sustained by student-athletes.
- Maintain medical records on all student-athletes.
- Design and implement both preventative and rehabilitative programs for student-athletes.
- Communicate effectively with coaches.
- Act as a liaison between student-athletes and their parents to insurance companies and doctor's offices; refer and schedule doctor's appointments when necessary.
- Submit insurance claim paperwork promptly.
- Abide by the National Athletic Training Association (NATA) code of ethics.
- Assist coaches in teaching student-athletes the National Association of Intercollegiate Athletics (NAIA) Champions of Character Core Values of Respect, Responsibility, Integrity, Servant Leadership, and Sportsmanship.
- Responsibly manage a budget.
- Design and implement policies and procedures for the strength and conditioning program in accordance with the National Strength and Conditioning Association (NSCA).



- Develop systems for tracking student-athlete progress and attendance in conjunction with coaches for each sport.
- Conduct an annual needs assessment for each sports team with the coach/assistant coach at the conclusion of each season.
- Conduct an annual test of each student-athlete's strength and physical condition to determine the appropriate individualized program for each student-athlete.
- In-person monitoring and coaching of team training sessions, arranged in accordance with the rest of the strength and conditioning staff.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Proficiency in using tools, equipment, and technology to enhance processes and efficiencies.
- Establishes and maintains positive relationships with employees, students, and constituents, responding promptly and courteously to their needs.
- Accomplishes tasks promptly, prioritizing effectively and developing strength and conditioning plans.
- Demonstrates respect, open-mindedness, and concern for the well-being of the College community.
- Maintains good attendance, fulfills responsibilities, and follows instructions.
- Self-motivated to take appropriate action and achieve job objectives efficiently and creatively.
- Communicates clearly and accurately with attention to detail.
- Exhibits appropriate professional appearance and demeanor consistent with a collegiate environment.
- Ability to sit, stand, carry, lift, reach, squat, climb stairs, kneel, and move equipment/boxes up to 50 lbs.

Credentials and Experience

- Bachelor's degree in Sports Medicine, Kinesiology, or Athletic Training is required. A master's degree in athletic training or a related field is preferred.
- Cardiopulmonary resuscitation/automated external defibrillators or CPR/AED/First Aid certification required.
- Must be certified by the National Athletic Trainers Association (NATA).
- Possess and maintains national certification through the Board of Certification Inc. (BOC).
- Must have or obtain a license to practice athletic training in the state of Missouri.
- Preferred knowledge of and commitment to NAIA rules; preferred knowledge of Champions of Character program and commitment to its principles and goals.
- Ability to speak publicly without difficulty.
- Knowledge of current National Strength and Conditioning Association (NSCA) Professional Standards and Guidelines.



- Ability to be self-motivated and able to complete job assignments without direct supervision.
- Ability to demonstrate the appropriate skills and techniques used by student-athletes.
- A commitment to the education of women at a single-sex institution and the advancement of women in a collegiate sports program.

SPECIAL REQUIREMENTS:

- Possession of a valid Missouri motor vehicle operator's license (Class E) within three months of employment, and willingness to use personal vehicle in the course of employment.
- Ability to perform essential functions of the position with or without reasonable accommodation.