

Seward County Community College
Structured Compensation - Job Description
Director of Athletic Training, Fitness & Wellness

Data Year: 2018

Prepared On: 10/03/2018

Department:	None	Grade:	14
Reports To:	Athletic Director & VP of Students	Classification:	Exempt
Supervises Direct:	3	Supervises Indirect:	20
Approved By:	C Donovan/M Davidson	Effective Date:	10/01/2018
		Revised Date:	09/16/2018

Role:

The role of this position is to oversee the overall supervision and management of the Wellness Center & Aquatics area.

Position also acts as the Head Athletic Trainer and coordinates and supervises all of the athletic training needs for SCCC.

Position hires, trains and supervises all the staff for the Wellness Center, SCCC pool and athletic training program.

Essential Functions & Responsibilities:

- | | | |
|---|-----|--|
| E | 30% | Oversees the overall supervision and management of the Wellness Center & Aquatics. |
| E | 30% | Oversee and overall supervision and management of the Athletic Training facility and staff; In. Injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation with regards to all student athletes and spirit squad members. |
| E | 10% | Maintain accurate budget and inventory records of the Wellness Center & Aquatics, as well as the Athletic Training facility and purchase equipment and supplies necessary for operations. |
| E | 10% | Develop and implement the wellness center programs, activities, fees and services. |
| E | 5% | Coordinate collection process of insurance information and manage the payment process for all medical claims resulting from inter-collegiate athletic participation; collects and maintains pre-participation physical examinations, insurance information and associated forms on all student athletes; spirit squad. |
| E | 5% | Schedule and coordinate with Assistant Athletic Trainer and students for coverage of practices and athletic competitions. |
| E | 5% | Hire, train, and supervises the Wellness Center Staff and Lifeguards |
| E | 5% | Teaches classes as assigned: (Individual Heath & Conditioning; Community Health & Conditioning) |

Performance Measurements:

1. To plan and promote Wellness Center activities and events.
2. To supervise the use of exercise and aquatics equipment and monitor the usage of facilities.
3. Maintain accurate purchase, service and replacement records for all wellness center equipment.
4. Develop and execute a schedule of daily, weekly and annual maintenance routine.

Seward County Community College
Structured Compensation - Job Description
Director of Athletic Training, Fitness & Wellness

Data Year: 2018

Prepared On: 10/03/2018

5. Conduct a needs assessment to determine interest or satisfaction with wellness & fitness programs.
6. Hire, train and supervise staff to meet the needs of the Wellness Center and Aquatics area.
7. To provide support and guidance to the Assistant Athletic Training, as needed.
8. Performs employee performance appraisals prior to or by procedural deadlines.
9. To develop a professional relationship with health care providers.
10. To maintain confidentiality of student athletes records; develop and maintain a professional relationship with those responsible for the personal welfare of the student athlete.
11. To maintain a professional appearance and attitude while representing the sports medicine department, athletic department, and college.
12. To finalize outstanding injury records and provide inventory supplies and equipment lists at the end of the academic year.
13. To perform employee performance appraisals prior to or by procedural deadlines.
14. To teach 6 credit hours per year.
15. To maintain a valid driver's license.
16. To perform additional duties as assigned.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	Bachelor's degree in sports medicine or related field and National Athletic Trainers' Association Board of Certification and State Athletic Training Licensure required. CPR Certification. Master's preferred.
Interpersonal Skills	Requires excellent interpersonal and organizational skills; effective verbal and written communication skills; a thorough working knowledge of sports medicine and related injuries. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.
Other Skills	Working knowledge of concussion testing programs, experience in using Microsoft Office applications, and the ability to learn additional software packages the college may acquire. Skills: Supervisory skills. CPR certification Effective computer skills. Ability to communicate with diverse groups, anticipate problems and maintain a strong focus on student enablement.

Seward County Community College
Structured Compensation - Job Description
Director of Athletic Training, Fitness & Wellness

Data Year: 2018

Prepared On: 10/03/2018

Ability to analyze situations and make decisions in procedural matters independently.
Knowledgeable about health, wellness and fitness.

Abilities:

Get along with a diverse student body.

Initiate events and demonstrate initiative when unsupervised.

Be seen around campus as a positive role model for students.

Sustain communication with diverse groups, anticipate problems and resolve in a timely manner.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and will vary accordingly to duties and responsibilities.

Sitting for a period of 1 hours at one time with a total of 3 hours

Standing for a period of 2 hours at one time with a total of 4 hours

Walking for a period of 1 hours at one time with a total of 1 hours

Lifting up to 5-50 lbs frequently and up to 100 lbs occasionally

Carrying up to 5-50 lbs frequently and up to 100 lbs occasionally

Repetitive Action: use of right and left hand for simple grasping; pushing and pulling; and fine manipulation

Bending, squatting, climbing, and reaching above shoulder level frequently and crawling occasionally

Individual will be around moving machinery (such as weights and cardio machines); be exposed to marked changes in temperatures and will drive automotive equipment.

Individual will be exposed to dust, fumes, and gases during field and court maintenance.

Keyboarding 2-3 hours per day.

Work Environment Environment is variable depending on duties and responsibilities.

Typical office environment occasionally

Overnight trips for games and recruiting required.

Performs physical activities requiring considerable use of arms and legs and moving of whole body.

Exposure to outdoors weather conditions, such as wind, heat, cold, dampness, etc.

Exposure to indoor conditions may involve heat and high noise levels.

Frequently carrying 10 gallon water coolers and ice chests to the dugout and facilities.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

Seward County Community College
Structured Compensation - Job Description
Director of Athletic Training, Fitness & Wellness

Data Year: 2018

Prepared On: 10/03/2018

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature