



Mercy High School Job Description

Job Title: Athletic Trainer and Strength and Conditioning Coordinator

Department: Athletic Department

Reports To: Assistant Head of School for Student Life

FLSA Status: Exempt – Full Time

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Summary: The Athletic Trainer and Strength and Conditioning Coordinator is responsible for handling athletic training services for student athletes as well as designing and implementing a strength and conditioning program. They will assist as needed in the Athletics Department. The Athletic Trainer and Strength and Conditioning Coordinator reports to the Athletic Director and Assistant Head of School for Student Life.

Start Date: July 1, 2021

Interested Applicants should submit their cover letters and resumes to Kelly Hickey, khickey@mercyhsb.com.

Primary Responsibilities:

- Assess student athlete injuries, make recommendations for care, and implement treatment plans for returning to play.
- Maintain appropriate general treatment orders approved by a physician.
- Provide athletic training services for all home athletic contests and away contests as needed, including weekend and holiday tournaments.
- Act as liaison between family physicians and specialists for athletes and their parents.
- Maintain accurate records of injuries, treatments, and student athletes treated by a physician.
- Assist during an all school emergency and coordinate with the campus Emergency Response Team.
- Oversee and manage all student physicals ensuring information is accurate and up to date.
- Oversee and manage Magnus, the school health database, and work with the Administrative Assistant for Student Life and Athletics to ensure all student documentation is accurate and up to date.
- Oversee and manage the pre-concussion program for the entire student body.
- In coordination with the Assistant Head of School for Student Life, develop and maintain a budget for the athletic training program.



- Take inventory and replenish athletic training supplies as needed.
- Organize and update all team medical kits.
- Schedule and coordinate pre-participation sports physicals and a summer Physical Night.
- Provide the coaches and Athletic Director with a list of athletes medically eligible to compete.
- Assist the Assistant Head of School for Student Life with annual CPR and First Aid Training for the faculty and staff.
- Teach two semesters of a Sports Medicine course.
- Design and implement strength and conditioning programs to prevent injury and improve athletic performance for all teams.
- Organize and order new equipment for the weight room as needed.
- Coordinate transportation to away competitions in partnership with the Athletic Director
- Assist with uniform distribution and collection.
- Drive a school van as needed.
- Assist the Athletic Director as needed.
- Assist with additional duties as deemed necessary.

Requirements

Bachelor's degree in a health related field, a ATC/BOC certification, and CPR and First Aid certification.

Salary and benefits

Full-time, year-round benefited position. Position includes school holidays. Salary based on experience.

Position begins: July 1, 2021

Supervisory Responsibilities

- Support the supervision of the Athletic coaching staff
- Regular student supervision

Competencies

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to



staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

She/he must have the ability to perform as part of a team, and have excellent interpersonal skills.

Must possess excellent written and verbal communication skills, and ability to work with a wide range of audiences.

Needs strong organizational skills and be detail-oriented, with the ability to multi-task and meet multiple deadlines.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition the person should have the following experience and/or education to perform the job successfully:

- Knowledge and experience in a variety of sports.
- Prior experience at the high school level is preferred.
- Experience with athletic management is encouraged.

Computer Skills

The knowledge of or ability to quickly acquire the skills to work with customized systems such as the internal SASI System Database software used at this school; EXCEL Spreadsheet software, MS WORD Processing software, the Internet, Email, Website design, and calendar creator. Google Drive

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and stoop or, kneel. The employee may be asked occasionally to travel from the main school building to Russell Hall which is down hill going; up hill returning.

The employee must be able to set up, take down, and move athletic equipment. The employee must be physically able to coach. The employee must be able to occasionally lift and/or move up to 25 lbs while performing his/her duties. The employee must be able to use a ladder to move equipment and supplies.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while attending and supervising games outdoors.

The noise level in the work environment is usually high.

The work environment is a fast-paced and demanding environment where one must deal with conflicts in a calm and professional manner. The employee is always a visible representative of Mercy High School.

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)