



GRACE SCHOOL OF SIMI VALLEY

JOB DESCRIPTION: ATHLETIC TRAINER

SUMMARY

The Athletic Trainer assists in developing and advancing a quality athletic program with a desire to use athletics as a platform to teach Christian principles in accordance with the mission and purpose of Grace Church and School.

Job Title: Athletic Trainer

Department: Athletics

Reports To: Athletic Director; Head Coaches

Job Status: Part-Time, Seasonal

Exempt Status: Exempt

Salary: \$24.00/hour

ESSENTIAL FUNCTIONS

- Assist in the leadership, coordination and supervision of the athletic program and team.
- Assist in the design of a training program and game program.
- Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
- Ensure that all athletic activities conform to CIF-SS guidelines.
- Communicate effectively with all members of the school and community.
- React to change productively and handle other tasks as assigned.
- Works closely with the other staff and administration of Grace School.
- Support the value of a Christ-Centered education both academically and athletically, focusing on the biblical training and equipping of young men using the platform of sports.

QUALIFICATIONS

- Personal relationship with Jesus Christ and a demonstrable understanding of the gospel.
- Clear agreement with the doctrinal position of Grace Church and School and a firm commitment of a like-minded local church body.
- Functioning member of a local church
- Education: Bachelor's Degree
- Experience: Preferred
- First Aid/CPR/AED for the Professional Rescuer Certification OR Basic Life Support for Health Care Providers Certification by the American Red Cross OR American Heart Association
- Disposition that is professional and personable
- Excellent oral and written command of the English language
- Ability to compose, proofread and edit correspondence
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory

WORKING CONDITIONS

- Working Environment: Typical athletic environment, with responsibilities that require visiting other areas on campus.
- The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
- 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. Must be able to lift, pull, push, grasp and bend while lifting up to 30 lbs.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Church and School policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Church and School is an equal opportunity employer, and it is our policy to maintain a working environment free of discrimination, intimidation, and harassment. This means that Grace does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personal policies, discipline, and discharge. All applicants are extended an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor.

This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

All Grace Church and School employees must agree with the Statement of Faith as expressed in Article III of the Bylaws. We expect all employees to show respect and sensitivity towards all other employees and to demonstrate a commitment to Grace's equal opportunity objectives. If you observe a violation of this policy, please report it immediately to Administration.

APPLICATION PROCESS

- Applications are located on the website at www.gracebrethrenschools.com. Return completed application to hr@gracesimi.com.
- Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Church and School. Any expense incurred in connection with these interviews will be the responsibility of the candidates.
- Application Procedures: All documents included in your application remain the sole property of Grace Church and School and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.