



TITLE: Athletic Trainer

REPORTING TO: Associate Athletic Director & Assistant Athletic Trainer

STATUS: Non-Exempt

EMPLOYEE CLASSIFICATION: Temporary (Start date July 28, 2025, tentative end date November 1, 2025)

Hourly: \$26.00-\$35.00

SUMMARY The Temporary Athletic Trainer advances the mission of Servite High School by providing comprehensive athletic training services that promote the well-being and safety of student-athletes. As a key member of the athletic department, the Athletic Trainer is responsible for delivering high-quality care, injury prevention, rehabilitation, and emergency services. This position fosters a supportive and ethical athletic environment that aligns with the values of the Servite Order and the principles of the Catholic faith. The Athletic Trainer contributes to the overall health and development of student-athletes, playing an essential role in creating a culture of care, respect, and responsibility within the school's athletic programs. As a temporary position, the Athletic Trainer must be dedicated to upholding the standards of excellence, integrity, and teamwork that define Servite High School.

Essential Duties

- Maintain appropriate general treatment orders to be reviewed annually by the team physician.
- Provide athletic training services for practices and contests as assigned by supervisor. Liaison between physician or specialist, school, athletic department and parents.
- Maintain accurate records of injuries, treatments and provide accident reports to the Principal's Secretary in a timely manner for the purpose of insurance claim forms in addition to providing an accurate up-to-date injury list to all department members in need.
- Assist in providing the coaches and athletic office with a list of athletes who are medically eligible to compete under school, CIF and State rules and regulations.
- Assist in supervising and mentoring any athletic training students.
- Determine and reinforce expectations for athlete conduct that mirrors the Servite Student Code of Conduct and the Charism of the Order, Servants of Mary.
- Observe all safety and other work rules.
- Work under minimal to no direct supervision.
- Other duties as they may be assigned by the Associate Athletic Director and/or Assistant Athletic Trainer.

ADDITIONAL ESSENTIAL FUNCTIONS:

- Strong organizational skills and effective oral and written communication skills.
- Ability to work independently with minimal or no supervision

- Ability to communicate effectively with stakeholders and coworkers
- Ability to work cooperatively with others
- Ability to accept direction and constructive criticism
- Ability to complete tasks in a timely manner
- Ability to effectively multitask and manage multiple projects
- Ability to maintain consistent attendance and punctuality
- Perform other duties that are within the scope of employment as assigned

SUPERVISORY RESPONSIBILITIES: While this position does not involve supervising employees, the Temporary Athletic Trainer will interact closely with student-athletes to ensure their safety and well-being during practices, games, and other athletic activities. The Athletic Trainer will provide guidance and support to student-athletes in injury prevention, rehabilitation, and overall health management, ensuring the highest standards of care. This role requires adherence to school policies and applicable laws when providing care and services. The Athletic Trainer will collaborate with coaching staff and other personnel to ensure a safe and supportive environment for all student-athletes.

QUALIFICATIONS: To successfully perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum of a Bachelor's Degree
- Valid Certification from the National Athletic Trainers Association Board of Certification (ATC)
- Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certifications.
- Understanding of the Catholic Church is *preferred*
- Understanding of secondary education is *preferred*

PHYSICAL DEMANDS: Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hardwood floors. Job responsibilities and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Evening and weekend work will be expected. Must be able to work under stressful conditions. Must be able to lift 50lbs, and stand for long periods of time.

REASONABLE ACCOMMODATIONS. Servite will provide reasonable accommodations to qualified individuals with a disability in order to enable them to perform the essential functions of this job.

REQUIRED DOCUMENTS FOR APPLICATION

1. Cover Letter articulating the reason for your interest in the position
2. Resume
3. Names and contact information for three professional references. Please note the working relationship.

SUBMISSION PROCESS

- Please send all three documents to Athletic Director, Matt Marrujo, at mmarrujo@servitehs.org.

Revised 3/23/2025