



**Title:** Athletic Trainer

**Reporting To:** Head Athletic Trainer

**Status:** Non-Exempt

**Employee Classification:** 12 months, full-time (Start Date: June 15, 2026)

**Compensation:** \$70,304-\$75,000

**SUMMARY** The 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. 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 the physician or specialist, school, athletic department and parents.
- Implement injury prevention programs. Monitor student-athlete recovery and assist with return-to-play decisions in collaboration with the Head Athletic Trainer and physicians.
- 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 with the implementation and execution of policies and procedures, including but not limited to emergency action plans, environmental policies, etc.
- 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 mirror 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 Head 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 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 Head Athletic Trainer, Sara Wilson, at [swilson@servitehs.org](mailto:swilson@servitehs.org).

Revised 3/10/2026