Substitute Assistant Athletic Trainer

Job Title:	Substitute Assistant Athletic Trainer
Department:	Athletics
Reports to:	Ms. Nancy Beatty, Athletic Director
FLSA Status:	Exempt
Position Status:	Part time, non benefited, interim

Providence Day School is searching for a Substitute Assistant Athletic Trainer. The position opening is from early March, 2027 - mid-May, 2027 with dates somewhat flexible. The Substitute Assistant Athletic Trainer will be directly responsible to the Assistant Athletic Trainers and Director of Athletics. To be eligible for this position the person would need to be BOC certified, licensed by the state of North Carolina, and be a member in good standing of the National Athletic Trainers Association. Experience as an Athletic Trainer is preferred.

Essential Duties and Responsibilities include the following:

1. Provide a vision for the care and concern of all student-athletes by maintaining a safe, clean, and efficient athletic training room.
2. Athletic training coverage as determined by the Assistant Athletic Trainer and Director of Athletics.
3. Mentor and supervise student athletic trainers.
4. Communicates directly with coaches when policies are not followed.
5. Communicates with coaches and parents regarding injured student-athletes and subsequent follow-up to parents after an injury.
6. Provide follow-up treatment and medical referrals when necessary.
7. Document injuries, treatments, and rehabilitation exercises.

Other Duties and Responsibilities include the following:

1. Maintains the athletic training room and all equipment.
2. Monitors and communicates weather and other environmental risks to coaches and administration.
3. Assist in set-up and clean-up of coolers and sports medicine supplies for practices and games.
4. Support at conference and state tournaments.

Qualifications include the following:

1. Must be passionate about working with people.
2. Strong and effective communication skills for accurate, concise, and organized verbal and written interactions with student-athletes, coaches, parents, and others.
3. Technological expertise including but not limited to the Google Workspace.
4. Enthusiastic, positive attitude with strong organizational skills and the ability to work well within a team.
5. Must be able to demonstrate the unique ability to remain flexible while staying focused on the task(s) at hand.

6. Ability to multitask.

Application Process: Applicants should submit a cover letter of interest, current resume, and a list of references with telephone numbers. Materials should be sent to the provided email address.

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This position is open until filled. Providence Day School is an equal opportunity employer (EOE).