

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Soccer Certified Athletic Trainer

**DEPARTMENT/LOCATION:** Athletics, Moreno Valley College, Norco College, Riverside City College

**BASIC FUNCTIONS:** Under the direction of the area Dean, responsible for the training, exercise, therapeutic care, injury prevention, and rehabilitative treatment of student athletes. The Soccer Certified Athletic Trainer is also responsible for developing and educating student athletic trainers. The Soccer Certified Athletic Trainer is present at all practices and games indoor and out, is the first responder in emergency situations involving the athlete, performs immediate treatment and care of injuries, makes decisions regarding and coordinates medical referral when necessary, organizes and tracks insurance information, performs extended treatment and rehabilitation of athletic injuries and makes decisions regarding return to play.

**REPRESENTATIVE DUTIES:**

1. Evaluates injuries of the athletes.
2. Determines athletes' capabilities to return to competition with the help of appropriate medical staff.
3. Performs appropriate treatment to the athletes.
4. Works with the coaching staff in the care and prevention of athletic injuries.
5. Tapes body parts of individuals who need taping for prevention of injury.
6. Provides support to the athletes to prevent recurring injuries.
7. Establishes scheduled times for the treatment and rehabilitation of injured athletes.
8. Administers first aid when indicated.
9. Maintains a clean and sanitary work area.
10. Prepares and submits insurance billing and necessary follow up paperwork.
11. Records all injuries and treatments.
12. Keeps appropriate personnel, including coaches and parents, notified on the status of the involved athletes.
13. Coordinates on-site coverage of teams practice and competitions.
14. Educates the athletes, coaches, parents and public on athletic injuries.
15. Issues equipment and wash uniforms when necessary.
16. Inventories and prepares a budget of necessary equipment and supplies.
17. Supervises the fitting of protective equipment.
18. Works cooperatively with and under the direction of the team physician.
19. Sets up an emergency action plan for all teams.
20. Works with college risk management office to decrease risk to the college.
21. Sets up an athletic training student program.
22. Refers injured athletes to the physician when deemed necessary.
23. Understands and carries out oral and written instructions.
24. Enforces policies for the use of the training facility.
25. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
26. Performs other duties, related to the position, as assigned.

**QUALIFICATIONS:** Bachelor's degree with course work in athletic training or a related field. Masters preferred.

**EXPERIENCE:** Two years of closely related experience in athletic training is required.

**LICENSES/CERTIFICATIONS:** Must possess certification by the National Athletic Trainers Association; valid CPR and First Aid card.

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.