



## Athletic Trainer

### **SCHOOL MISSION:**

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

### **THE POSITION:**

Provide athletic training services to student athletes and in accordance with state athletic training practices. Provide clerical and administrative support to the athletic department as needed. Hours: in general the day begins at 1:00 p.m, Monday-Friday (school days and some weekends), fulltime, 10-month position following the school calendar. Position to be filled for January 2023. Note: some work hours may include days during school vacations and holidays.

### **REQUIREMENTS:**

- Requires at least 1-2 years of experience in the field
- Relevant Bachelor's degree required, or educational requirement may be substituted for at least 3 years of experience in a relevant field
- Massachusetts Licensed Athletic Trainer
- NATA Certified Athletic Trainer
- Successfully pass a CORI background check

## **MAJOR FUNCTIONS AND RESPONSIBILITIES:**

- Recognize and evaluate athletic injuries
- Provide medical coverage for home contests and daily practices; coordinate emergency medical procedures for all teams at all locations; coordinate emergency medical services as needed; manage and oversee crisis plans for all game and practice locations, including heat and lighting policies
- Provide for the management, treatment and disposition of athletic injuries through providing injury evaluations before and after practices and referring athletes to the appropriate health care professional
- Provide rehabilitation of athletic injuries when appropriate, such as rehabilitation for mild to moderate injuries as prescribed by a licensed physician and provide strength and range of motions and functional testing for injured athletes to ensure readiness to return to their sport
- Maintain data and complete necessary reports as is required including: all physical forms, injury and progress reports; necessary insurance forms for athletes with medical referrals; daily injury report list with appropriate recommendations; and supply and equipment inventories
- Coordinate and monitor baseline concussion testing for athletes
- Keep parents, coaches and the athletic director informed of the athlete's progress in rehabilitation
- Provide appropriate education for athletes, coaching staff, parents and others as may be required, including CPR testing for coaches and concussion education for staff, parents and athletes
- Ability to remain calm and focused during a crisis
- Ability to handle common inquiries or complaints
- Ability to effectively present information and respond to questions from students, faculty, staff, parents, and guests
- Ability to exercise good judgment and focus on detail as required by the job
- Ability to use (or learn to use) computer software and systems applicable to the position
- Ability to follow oral and written instructions and procedures
- Ability to collect, organize, and interpret data and prepare accurate records
- Ability to maintain well-organized materials, files, systems and tools
- Ability to adapt to changes in work situations and priorities
- Ability to reason/analyze; use logic to identify and resolve problems
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Skill in utilizing interpersonal skills to relate and interact with a diverse population
- Skill in detail oriented planning and able to set priorities, objectives, and meet deadlines
- Ability to provide positive and effective customer service
- Ability to adapt to and accommodate new methods and procedures
- Ability to work independently and as a member of a team

- Ability to apply listening skills, work under pressure, address conflict and solve problems
- Ability to read, analyze and interpret standards, policies, procedures and regulations
- Ability to effectively present information with attention to detail and accuracy
- Ability to exercise good judgment
- Ability to operate standard office equipment, such as a computer keyboard, monitor, copier, scanners, and telephone
- Ability to communicate effectively orally and in writing
- Other related duties as assigned by the Athletic Director

**NOTE:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

**COMPENSATION:** Hiring range of \$48,000 - \$54,000  
Salaried position, Commensurate with education and experience  
Fulltime, 10-months  
Benefits eligible

**CONTACT:** Mr. John Goda, Athletic Director  
Please no phone calls

**TO APPLY:**

1. Email a cover letter and resume, and a list of two or three references (only to be contacted with your permission following an interview) to Mr. John Goda [jgoda@popefrancisprep.org](mailto:jgoda@popefrancisprep.org)
2. Review of applications will begin immediately, and qualified candidates will be contacted for interviews.