



## Club Sports Coordinator & Athletic Trainer

### *Summary of Duties, Responsibilities and Goals*

Under the direction of Emmons Wellness Center and the Student Leadership, Involvement, and Community Engagement (SLICE) office, the Club Sports Coordinator & Athletic Trainer provides administrative and medical support to the Club Sports program as recognized by the Associated Students of Occidental College. The Club Sports Coordinator & Athletic Trainer cooperates as a team member with all relevant departments, including the Athletics Department. This is a full-time, 9.5 month position, renewed annually.

### *Essential Functions*

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Implement effective programs for the prevention, treatment, and rehabilitation of Club Sport athlete injuries and illnesses.
- Educate and counsel Club Sport athletes about their injuries/illnesses.
- Provide medical coverage for specific Club Sport practices and home competitions (e.g., men's and women's rugby, men's lacrosse).
- Assist with the coordination of referrals to appropriate medical providers and specialists.
- Provide timely updates to Club Sports coaches regarding the status on and treatment plans for athletes.
- Assist with Club Sport athlete medical clearances with Emmons medical staff.
- Manage Club Sports practice space requests and reservations.
- Assist with the development of the Club Sports Handbook.
- Coordinate, in conjunction with SLICE, Club Sports travel and tournament play.
- Communicate and collaborate effectively and professionally with Athletics sports medicine staff, Emmons medical staff, and other SLICE staff.
- Assist with inventory control and ordering of supplies and equipment.
- Perform other duties as assigned by the Senior Director of Wellness and the Director of SLICE.

### *Qualifications*

- Bachelor's degree in athletic training, physical education, or other related field.
- Current NATABOC certification.
- Current CPR/AED/First Aid certification.
- Excellent interpersonal and collaborative skills.
- Demonstrated ability to work with people of varied and diverse backgrounds, fostering a welcoming and inclusive environment.
- Ability to work a varied and changing schedule that includes nights, weekends, and holidays.

## APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [mrodriguez6@oxy.edu](mailto:mrodriguez6@oxy.edu) and [resumes@oxy.edu](mailto:resumes@oxy.edu)

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Occidental College is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by State or Federal Law. We strongly encourage all underrepresented candidates, especially women and underrepresented persons of color, to apply.*