



JOB TITLE: Athletic Trainer & Athletic Administrative Assistant

SUPERVISOR: Athletic Director

RESPONSIBLE TO: Student-Athletes, Parents, and TCIS

POSITION SUMMARY:

Provide comprehensive athletic training services to student-athletes in accordance with the state Athletic Training Practice Act and under the direction of a licensed physician. This role also supports the overall mission of the athletic department by contributing to student-athlete development, organization of athletic operations, and fostering a bridge between academics and athletics.

POSITION STRUCTURE:

Full-Time:

- Includes athletic training and athletic department administrative support responsibilities
- Eligible for full benefits

SCHEDULE:

- 10-month position aligned with the academic calendar
- Includes a limited number of pre-scheduled summer days (communicated in advance)
- Evening and weekend coverage required during athletic seasons

QUALIFICATIONS:

- **Faith:** Must provide a Christian testimony, pastoral reference and be attending a local church on a regular basis. Your faith plays an integral role in the treatment of our student athletes.
- **Education:** Must possess a minimum of a Bachelor's degree in Athletic Training.
- **Experience:** At least two years in a high school or college setting with various sport experience; Football and wrestling experience is necessary.
- **Certificate/License:** Must be BOC certified and possess certification or registration from the Virginia Board of Medicine; Must be BLS CPR/AED certified.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Possible lifting, bending, walking, kneeling, stretching, and stooping. Requires hand eye coordination, manual dexterity, requires normal hearing and eyesight to allow for patient interaction and transfer of patient information from the patient to pen chart. Need to have the ability to handle high amounts of stress. Weekend coverage is required during the fall and winter; Spring weekends happen occasionally and will be handled on a case by case basis. Coverage for conference championships is optional; there is additional pay, however the ATC has the right to turn down coverage and it will pass to the next ATC.



EXPECTATIONS:

At Norfolk Christian, we are committed to providing excellent, faith-centered care through professionalism, consistency, and servant leadership. The Athletic Trainer plays a critical role in supporting the health, safety, and development of our student-athletes and is expected to uphold the following standards daily.

Professionalism & Timeliness

- The Athletic Trainer must arrive prior to all practices and games, with a required presence in the Athletic Training Room (ATR) at least 30 minutes before the first event or team departure each day
- Maintain a professional appearance that is neat, clean, modest, and appropriate for daily responsibilities
- Practice attire may include approved athletic wear; game day attire should reflect a more professional, business-casual standard consistent with Norfolk Christian branding

Athletic Training Room (ATR) Standards

- The ATR is a controlled, professional environment and should reflect order, efficiency, and purpose
- Only athletes receiving treatment are permitted in the ATR; loitering is not allowed
- Coaches may only enter for direct communication regarding an athlete and not during active treatment of others
- All treatment and use of supplies must be administered solely by the Athletic Trainer

Confidentiality & Compliance

- Maintain strict adherence to HIPAA and FERPA standards at all times
- Athlete medical information may only be shared with appropriate parties (athlete, parent/guardian, coach, school nurse, and relevant medical professionals)
- All communication regarding injuries must be handled with discretion, ensuring privacy in both setting and method
- Only certified Athletic Trainers may be present in the ATR during treatment hours

Professional Relationships & Communication

- Maintain appropriate, professional relationships with student-athletes while serving as a mentor, resource, and trusted support system
- Communication with athletes should primarily occur via email, with the Head Athletic Trainer copied when appropriate
- Text communication should be limited strictly to injury care, rehabilitation, and return-to-play matters
- Personal social media use must not include identifiable student-athlete information; sharing official school posts is permitted

Faith Integration & Development

- Support and model the mission of Norfolk Christian through daily interactions and care of student-athletes
- Complete FCA 360 Coaching Certification and integrate its principles into athlete and parent interactions



DUTIES & RESPONSIBILITIES

Athletic Training Coverage, Care & Performance

- Serve as the sole on-site Athletic Trainer, providing comprehensive care for all athletic programs
- Provide injury prevention, evaluation, treatment, rehabilitation, and return-to-play management
- Design and implement injury prevention and performance support programs
- Collaborate with coaches to promote safe training practices and appropriate workload management
- Provide taping, bracing, and preventative care services
- Determine participation status and communicate clearance in collaboration with physicians when necessary
- Provide coverage for all home contests and designated away events, including varsity football and postseason play
- Communicate athlete status consistently with coaches while maintaining medical confidentiality

Emergency Care & Risk Management

- Serve as the primary responder for athletic emergencies
- Develop and maintain Emergency Action Plans (EAPs) for all venues
- Ensure all emergency equipment is accessible, functional, and compliant
- Coordinate emergency procedures with school personnel and local EMS
- Maintain all required certifications (CPR, AED, First Aid, licensure)

Athletic Training Room Operations

- Oversee daily ATR operations, including organization, cleanliness, and efficiency
- Manage patient flow, treatment scheduling, and supervision of student aides if applicable
- Establish and enforce all ATR policies and procedures

Medical Documentation & Compliance

- Accurately document all evaluations, treatments, rehabilitation progress, and return-to-play decisions
- Maintain complete and up-to-date electronic medical records using August EMR
- Monitor athlete compliance, including valid physicals (14 months) and required documentation
- Ensure adherence to HIPAA, FERPA, TCIS, and VISAA standards

Communication & Coordination

- Serve as the primary liaison between physicians, coaches, parents, and administration
- Provide clear and consistent communication regarding injury status and participation
- Distribute daily and weekly medical eligibility updates
- Educate athletes, coaches, and families on injury prevention and care

Inventory & Resource Management

- Manage athletic training inventory, budget, and equipment
- Order and maintain medical supplies and coordinate with vendors
- Ensure all equipment is safe, functional, and properly maintained

Pre-Participation & Program Support

- Coordinate and assist with pre-participation physicals (August and May)



- Ensure all athletes are medically cleared prior to participation
- Support seasonal readiness planning for all athletic programs
- Attend athletic department meetings and assist with departmental needs as assigned
- Maintain ongoing professional development and continuing education

Athletic Administrative Support Responsibilities

- Serve as a central point of coordination for athletic department operations, ensuring all scheduling, logistics, and communication are executed accurately and in a timely manner
- Manage and maintain all athletic schedules within Bound, ensuring events are current, conflict-free, and communicated to all stakeholders
- Coordinate game day logistics, including officials, transportation, facilities, and event needs, with attention to detail and follow-through
- Proactively communicate schedule changes, updates, and important information to coaches, staff, officials, and families
- Support seamless game day operations by anticipating needs, troubleshooting issues, and ensuring all components are in place prior to event start times
- Assist in organizing and maintaining departmental systems, calendars, and documentation to promote efficiency and clarity across all programs
- Collaborate closely with the Athletic Director to execute departmental priorities, initiatives, and day-to-day operations
- Take ownership of assigned responsibilities and ensure completion with a high level of accuracy, responsiveness, and professionalism
- Contribute to a positive, service-oriented environment through strong interpersonal communication with coaches, athletes, parents, and external partners

To apply, follow the [link](#) and be sure to submit a cover letter, resume, testimony, Virginia medical license, and all required certifications.