



# GAVILAN COLLEGE

## Substitute Athletic Trainer

Open Until Filled

**Part-Time Temporary Position (0.725 FTE)**

**29 hours per week, non-benefitted**

**Classified Salary Schedule, Step A**

**(Currently: \$37.13 per hour)**

### **About Gavilan:**

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

### **Ideal Candidate:**

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the mission and purpose of the Athletic/Kinesiology department and demonstrates a commitment to student-centered practices,

effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

The ideal candidate for this position will be detail orientated and attentive to help our student athletes fully recover from injuries and decrease their chances of being re-injured. The ideal candidate would possess excellent decision-making skills which would help in managing emergency situations safely and efficiently. The ideal candidate would have strong communication and interpersonal skills to facilitate relationship building with student athletes, coaching staff, faculty, classified peers, and management. Athletic trainers must possess confidence in their abilities to treat and respond to student athlete injuries as well as compassion as they guide student athletes on the road to recovery. An individual demonstrating passion for their profession and career is also strongly preferred.

### **The Position:**

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Substitute Athletic Trainer position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

**Essential Duties:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Oversees, directs, and schedules the activities of athletic trainers and athletic training students; recruits, guides, trains and evaluates trainers and interns in the performance of their duties;
- Receives and reviews student health history records and informs faculty of health problems; maintains formal, confidential student health records;
- Coordinates and assists physician with pre-participation screening exams of athletes;
- Counsels students with health or injury problems and makes referrals to health agencies; decides, in absence of team physician whether an athlete is medically able to participate in practice and/or return to competition;
- Identifies and treats athletic related injuries; Administers emergency first aid, emergency medical care including lifesaving procedures to student-athletes;
- Reviews athletic insurance coverage and assists student athletes in the correct submission of insurance forms; completes medical insurance forms;
- Maintains medical usage records and prepares simple reports; maintains accurate and detailed injury and treatment reports;
- Responds to medical emergencies on campus, administering first aid and/or C.P.R. as required;
- Provides athletic training services for team practices and athletic events; instructs about aspects of injuries, reconditioning and nutrition;
- Assists with preparation of written policies and procedures regarding emergency management, treatment and reconditioning of injured athletes
- Tapes and otherwise prepares student athletes for sporting events;
- Administers the use of rehabilitation equipment such as ultrasound, whirlpool, electric stem and physical therapy treatments, and operates related therapeutic modalities;
- Supervises the use of training equipment; maintains the training area and treatment room in a clean, sanitary and orderly condition;
- Travels to athletic events with groups representing the college;
- Assists in budget development, recommends and administers functional budgets for first aid supplies and equipment;
- Serves as athletic equipment manager; purchases, repairs and maintains supplies and

equipment; maintains an accurate inventory of all athletic training room supplies and equipment; maintains first aid kits and supplies;

- Inspects playing fields and athletic equipment; notes and reports health and/or safety hazards;
- Performs basic clerical duties, including posting, filing and answering the telephone;
- Develops and maintains cooperative and effective working relationship with others including athletes, athletic trainers, coaches, parents, physicians and health center personnel; facilitates communication among parties;
- Reads, interprets, applies and explains rules regulations, policies and procedures related to athletic training and health services.

**Minimum Qualifications Education and Experience:** Any combination of training and experience equivalent to:

Knowledge:

- Types and symptoms of athletic injuries, their prevention, care, treatment and first aid methods.
- Policies, procedures and objectives of physical education and athletic programs.
- Techniques and practices of training and providing work direction to trainers and student interns.
- Advanced principles of anatomy and physiology.
- Broad understanding of the legalities related to student athletics.
- Repair, maintenance and inventory of athletic equipment.
- Methods, practices, terminology and techniques used in athletic training activities including the prevention of injuries and use of physical therapy equipment.
- Basic safety practices and principles.
- Rules and regulations applying to safe equipment operation, medical scope and limits of authority.

Skills and Abilities:

- Identifying, prescribing and treating athletic injuries.
- Understanding and carrying out written and oral directions.
- Applying various types of therapeutic treatment, equipment and conditioning programs.
- Using athletic training and physical therapy equipment with proficiency.
- Communicating effectively with coaches, student-athletes and administrators the needs of the injured student-athletes.
- Working with and relating to several different medical entities; working with physicians, hospitals, clinics, EMT/paramedics, insurance companies and maximizing use of time.
- Operating a personal computer using word processing and database programs, a calculator and Standard office equipment.
- Basic record keeping and report writing.
- Interpersonal communications, using tact, patience and courtesy
- Establishing and maintaining cooperative and effective working relationships with students, staff and the general public.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; first aid certificate; CPR certificate; pursuant to bylaw 9.2.3 of the California Community College Athletic Association Constitution & Bylaws, must possess Certification, recognized by the National Commission on Health Certifying Agencies and the American Medical Association, as an Athletic Trainer.

**Illustrative Education and Experience:**

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Bachelor's degree with major coursework in health services, physical therapy or a closely related field, and one year of experience as a health services technician or athletic trainer.

**Physical Characteristics:** The physical abilities involved in the performance of essential duties are:

Sitting, standing to supervise home contests, perform training room activities and administration; walking from training rooms to fields or gym; running in response to emergencies; climbing, bending, stooping to operate equipment assess and treat injuries, and access supplies; hand/finger movement sufficient to type, treat injured athletes, operate and handle equipment; and lifting up to 75 pounds. Must be able to carry equipment for long distances and time durations. This work is performed indoors and outdoors in a variety of weather conditions

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Process:**

To be considered for this excellent opportunity the following items are required to be received by the CCC **CCC Registry website:** [www.cccregistry.org](http://www.cccregistry.org)

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information). Apply at [www.cccregistry.org](http://www.cccregistry.org) \*
2. Cover letter detailing qualifications and experience\*
3. Abbreviated Curriculum Vitae or Resume\*

\*Denotes application materials that are required for full consideration.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the [CCC Registry website](http://www.cccregistry.org), please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or call (800)245-4157.

Please make sure to contact the CCC Registry at (800)245-4157 **AFTER** you have applied for this job to verbally confirm that your application materials were submitted correctly and that your application is included in this recruitment.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

**Please be aware, the District does not reimburse for expenses related to the recruitment process.**

**NON-DISCRIMINATION**

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.