



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSTION DESCRIPTION**

<b>POSITION:</b>	Assistant Director of Athletics - Training & Facilities
<b>LOCATION:</b>	Athletic Department
<b>REPORTS TO:</b>	Director of Athletics/Physical Education/Recreation
<b>GRADE:</b>	CCRIPSA 13
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week; evening and weekend; additional hours required. Requires overnight travel.
<b>SUPERVISES:</b>	May supervise full-time, part-time, and per-diem employees as well as student help as directed
<b>BASIC FUNCTION:</b>	Responsible for the prevention, care, and rehabilitation of athletic injuries for a multi-campus, comprehensive, intercollegiate athletic program and other departmental programs. Responsible for the management and supervision of the Athletic Department's Warwick field house, athletic fields, and related staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage all phases of treatment, prevention care, and rehabilitation of injuries for a multi-campus, comprehensive, intercollegiate athletic program and other departmental programs.
- Evaluate and record all athletic injuries and determine treatment/transport options to optimize athletic health.
- Refer injured athletes to appropriate physician(s).
- Serve as liaison to the Institutional Team Physician, consulting Physicians, school nurse, coaching staff, student-athletes, and athletic department administration regarding athletic injuries and other medical related issues.
- Responsible for the advisement of coaches on athletic injury and eligibility status.
- Perform accurate record keeping as it relates to athletic injuries.
- Ensure that CCRI meets NATA (National Athletic Trainers' Association) requirements for coverage of practices, games, and liability issues. Provide medical coverage for all CCRI athletic competitions and tournaments -- all home and games and practices (may require overnight travel).
- Manage, staff, and oversee the operation of the Athletic Department's training rooms at the Lincoln and Warwick Campuses. Purchase related supplies and equipment as needed.

- Supervise assistant athletic trainers. Hire, manage, evaluate, schedule, and terminate per diem athletic trainers as needed.
- Oversees athletic trainer coverage for CCRI summer camps.
- Develop and implement related policies and procedures, including but not limited to: emergency procedures, rehabilitation programs, athletic training policies.
- Provide sport-specific strength training opportunities for individual athletes.
- Conduct health related educational seminars; provide nutritional/diet advice for individuals; provide drug prevention information to student athletes as needed; train and certify athletic staff on CPR and first aid annually.
- Participate in college and departmental committees as directed.
- Prepare the annual athletic training budget; manage team budgets as assigned; assist in budget planning with the Director for the Athletic Department budget.
- Review and approve all purchases for teams as assigned; place orders.
- Keep abreast of progress and developments in the field of Athletic Therapy; maintain NATA (National Athletic Trainers' Association) National Certification and Rhode Island State Certification.
- Assist with athlete eligibility status as prescribed by the NJCAA (National Junior college Athletic Association). Develop and collect student-athlete medical history forms.
- Manage day-to day-operation of the Warwick field house and associated fields; coordinate with maintenance for required set-up for games and practice; ensure facilities are in safe playable condition. Make cancellation call due to foul weather as needed.
- Annually review athletic scholarships with head coaches as assigned.
- Review and assist with the approval of game schedules and contracts with other colleges.
- Coordinate game officials and table personnel for all games.
- Coordinate team transportation (including but not limited to van, bus and flights, etc).
- Place orders for all teams, equipment etc.; approve all purchases for teams as assigned.
- Review and approve all uniforms to ensure they follow the Athletic department uniform policy.
- Review and approve all fundraisers.
- Oversee the book purchasing program.
- Oversees issues with player discipline.
- Evaluate head coaches for teams as assigned.
- Be present to supervise all home games.
- Other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

NATA (National Athletic Trainers' Association) certificate required. Must hold current State of RI license. Must have ability to use equipment required to provide treatment, prevention, care, and rehabilitation of injuries as well as first response emergency care. Must have access to and use of own transportation. CPR for Professional Rescuer level of certification.

**ENVIRONMENTAL CONDITIONS:**

This position will be required to work outdoors when games/practices are scheduled regardless of the weather and/or temperature. Must travel to and remain with teams for "away" games.

**QUALIFICATIONS:**

Master's degree in Physical Education, Physical Therapy, or related field and certification by the National Athletic Trainers' Association (NATA) required. Must be eligible for Rhode Island licensure. Must have exposure to and experience in the treatment of athletic injuries; athletic training experience at the college level preferred. Must be experienced in teaching "training techniques" for the development of the student trainer program. Must be able to communicate effectively verbally and in writing; must be able to prepare and deliver oral presentations before small and large groups of people. Must be able to organize, coordinate, and supervise support staff. Must be able to move and/or participate in moving injured athletes both short and significant distances, such as off a playing field.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ehcanning@ccri.edu](mailto:ehcanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>