



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Director of Sports Medicine</i>	EEOC Job Classification	Professionals
		FLSA Classification	Full-time, Exempt
Department:	Athletic Training	W/C Classification	8868 – Administration/Faculty
Reports To:	Athletic Director	Compensation	\$80,000 - \$90,000/year

SUMMARY

Advance the mission and vision of TMUS by overseeing and managing all aspects of an athletic training program, including staff supervision, budget management, facility maintenance, and program development, ensuring the health and well-being of athletes.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop and implement policies, procedures, and protocols for athletic training.
- Oversee the athletic training room and facilities, ensuring they are safe, clean, and well-equipped.
- Manage the athletic training budget, including allocating resources and preparing reports.
- Coordinate with coaches, athletic directors, and medical personnel to ensure athlete health and safety.
- Provide direction and guidance for the athletic program.
- Evaluate and assess athlete injuries, develop treatment plans, and monitor rehabilitation progress.
- Implement and monitor athletic training programs for rehabilitation and reconditioning.
- Coordinates medical coverage for athletic events.
- Determine, with medical advice, when and at what level an athlete can return to participation.
- Collaborate with coaching staff in developing conditioning, weight training, and nutrition programs.
- Maintain accurate records of athlete injuries, treatments, and rehabilitation progress.
- Prepare required administrative records and reports.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Oversee the direct reports within the Athletic Training department.
- Assign, plan, and oversee the work of assigned departmental staff.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

EDUCATION AND EXPERIENCE

- Master's of Science degree in athletic training.
- Five year's experience as an athletic trainer, preferably in a supervisory or leadership role.
- NATABOC certification.
- Current CPR/AED certification.
- NSCA or NASM certification preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 40 pounds.
- Some travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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