

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Athletic Trainer – Part-Time Position	FLSA status:	Exempt
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DEPARTMENT:	Athletics	REPORTS TO:	Athletic Director
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Position: Panola College is a National Junior College Athletic Association (NJCAA) Division I college and a member of the National Intercollegiate Rodeo Association (NIRA). Panola College has 5 athletic teams (Baseball, Men and Women’s Basketball, Volleyball, and Rodeo). The College is located in Carthage, TX. This position is responsible for the administration of the athletic training program for each intercollegiate sport.

Position responsibilities:

- Responsible for handling the day to day operation of a LAT and athletic training program for the Athletic Program.
- Coordinate game management duties (water for teams, water and towels for officials, etc...) for athletic contests held at home with Panola College and visiting teams. Will be responsible for attending all home games, hosted collegiate tournaments, rodeos, and playoff road games.
- Responsible for stocking and maintaining a functional training room.
- Schedule student athletes for physical evaluations, medical referrals, and coordination of doctor visits.
- Establish codes of conduct and rules for use of training room facilities.
- 19.5 hours a week will be required, which will include all home games, being available for taping and treatment before and after each game. Providing several hours throughout the week for assessment, treatment, and rehab. Clinical hours of operation for the Athletic Training Room will be based on schedule of games first priority then clinical operations.
- Communicate with coaches the times and availability for clinical hours of operation and pregame.
- Complete Insurance incident reports for Insurance Company and assist Athletic Secretary with Insurance issues.
- Keep records on each individual that receives aid.

Minimum Position Requirements:

- Bachelor’s degree required.
- State of Texas Licensed Athletic Trainer (LAT) certification.
- Board of Certification (BOC) preferred.

Physical Demands and Work Environment:

- Work is normally performed in a typical gymnasium, baseball field, or rodeo environment.
- Physical effort required and the employee must occasionally be able to lift or assist student athletes.
- Limited exposure to physical risk.
- Limited travel required.

Compensation/Contract time

- \$20,000 Salary
- No benefits package is offered with this part-time position.
- Covers period September 1st through August 31st with months of June and July off duty. Begins first day of volleyball practice in August and ends last day of baseball season in May.