Our company is looking to fill the role of athletic coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for athletic coordinator

- Develop plans for providing athletic trainer coverage at all interscholastic athletic events identified in the Athletic Training Program Coverage Policy
- Establish daily hours of operation for the athletic training room
- Serve as School Health Coordinator, implementing and maintaining policies and procedures for student health services
- Develop a comprehensive emergency action plan for their specific facilities
- Initiate and administer an athletic training - student aid program in accordance with the schools clubs and activities guidelines
- Establish a working relationship with a designated team physician and community physicians
- Complete Diocesan Blood Borne Pathogens Exposure Control Plan training and comply with the regulations therein
- Maintain adequate medical quality records on all injuries and rehabilitation procedures
- Comply with any and all policies regarding health care delivery as indicated by Seton’s regulations, and outlined in the Athletic Injury Management section of Seton Catholic Prep Athletic Training Program Policies and Procedures Manual
- Trains, directs, and supervises nursing team to accomplish established goals of department

Qualifications for athletic coordinator
• Proficient in statistical software and data entry
• Excellent written and verbal communication strong interpersonal skills
• Skills in researching and analyzing data related to academics, financial aid, and compliance
• Ability to analyze and interpret data sets for trends
• Assist with creating tables and charts for presentations and publications, and providing interpretations for result tables and charts