

INTERNATIONAL SPORTS TRAINING CAMP



Athletic Trainer JOB OVERVIEW

Athletic trainers are part of our health department. They respond to, evaluate, and care for all camper and staff injuries and medical emergencies.

MINIMUM QUALIFICATIONS

- current athletic trainer certification
- licensed/certified to work as an athletic trainer in the Commonwealth of Pennsylvania
- current CPR and AED certification and Community First Aid
- current health care recommended immunizations and normal overall healthy immune system
- ability to monitor athlete safety and complete online and paper records
- knowledge and experience to oversee and guide student athletic trainers
- previous experience working with children ages 8 to 17
- physical strength to move and lift patients, water coolers, medical equipment, etc. (at least 50 lbs.)
- able to respond immediately and work effectively in emergency situations
- ability to take control, make sound decisions, and stay level headed in stressful and emergency situations

GENERAL RESPONSIBILITIES

- evaluate and treat all campers and staff who are potentially injured
- provide ongoing care for all injuries in a timely and efficient manner
- refer athletic injuries to physicians when necessary
- schedule doctor's appointments as necessary
- inform camp directors of any injury requiring a doctor's visit
- accompany injured or ill campers and staff to the doctor or hospital
- maintain the highest level of professionalism in dealings with campers, parents and staff
- administer epi-pens in emergency situations
- place phone calls to parents in the event of an injury and/or a doctor visit
- place follow-up phone calls to parents when injured campers return home
- refer campers and staff to the nurse as necessary
- advise affected staff of potential and actual camper injuries and medications that are involved
- advise camp directors of potential and actual staff injuries and medications that are involved
- deliver water to all the sports session locations
- clean / sanitize water coolers on a daily basis
- attend and monitor all the sport sessions
- participate in staff training emergency drills
- keep complete records; timely completion of incident reports, SOAP's and daily visitor logs in our camp database system
- bring to the office, copy, and file all training room paper records at the end of each week
- keep the training room clean and maintain its supplies
- review health forms and health screening sheets
- provide an orientation and ongoing supervision of student trainers
- document and evaluate the primary locations where injuries occur and record for camp directors
- carry out health screening and health form checks at camper registration every Sunday
- assist nurse during camper medication check-ins and check-outs
- administer and record staff drug testing, liase with camp directors about results
- as necessary, meet with parents upon check-out to discuss camper's injuries
- assist nurse when needed
- give camp directors a daily report of athletic trainer activities
- complete inventories and order supplies when necessary
- perform check in and check out responsibilities
- maintain an upbeat, enthusiastic and positive attitude toward campers, staff and camp

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

Athletic Trainer **JOB OVERVIEW**

HOURS

Athletic trainers have a 12:00 am curfew and one day off per week on either Friday at 12:00 noon until Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. Athletic trainers are “on duty” and “on call” (on a rotating basis) throughout the day. Salary is weekly and includes room and board.

GENERAL RULES

Athletic Trainers are responsible to the camp owners and the camp directors and work in conjunction with the camp nurse. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.