

Saint Michael's College Job Description

Job Title: Director of Sports Medicine and Performance

Department: Athletics

Supervisor or Manager: Director of Athletics

Date Created: 06/04/2009

Last Revised: 4/23/2026

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Supervision and oversight of Sports Medicine and Performance Staff
- Effective communication and interaction within HIPPA/FERPA regulations with Athletics Department staff, team physician, NCAA student-athletes, outside providers, campus community, and others to ensure student-athlete health and wellness
- Oversight of administrative duties, which may include but are not limited to: inventory and purchasing, insurance coverage, scheduling, reporting, educating, staff management, and advocating for sports medicine and performance department.
- Provides clinical care to varsity student-athletes within the domains of care set by the National Athletic Trainers Association
- Development of Emergency Action Plans, policies and procedures, and the rehearsal of plans yearly

Essential Duties and Responsibilities:

- Create and maintain a safe, clean, and organized athletic training room for the best quality care of NCAA student-athletes
- Operates under the supervision of Team Physician and works closely with SMC Health Services
- Provides care to student-athletes which includes prevention, education, emergency care, evaluation, management, and rehabilitation of injuries and illnesses
- Ensures that all student-athletes complete yearly medical clearance
- Maintains and administers proper injury and rehab records
- Communicates with host athletic trainer when sending teams to competitions without an athletic trainer
- Provides or assigns practice and home contest coverage for athletic teams
- Travels or assigns coverage for athletic teams' away practices and games as appropriate
- Schedules staff for athletic training room coverage
- Oversight of strength and conditioning coach, discuss patterns for injury prevention, and supports efforts of the coach
- Allocates budget efficiently to ensure that athletic training room and varsity weight room standards are met
- Organizes inventory and purchasing in an orderly manner
- Oversees communication and management of student-athlete health insurance and secondary athletics insurance policy
- Submits annual and special reports to department, campus, or governing bodies as required
- Submits annual performance evaluation for professional athletic training staff and strength and conditioning coach under their supervision
- Follows NATA/BOC Standards of Practice and Scope of Practice

- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Certifying athletic training staff and department staff in first aid/CPR/AED requirements
Represents the Sports Medicine department at athletic department, campus, State of Vermont, NE10, and other necessary meetings

Positions Supervised:

- Full time/part time athletic trainers
- Strength and conditioning coach
- Student Employees

Major Contacts:

- Student-athletes and their parents
- SMC Athletics Department Staff
- SMC Health Services
- SMC Fire and Rescue
- SMC community at large
- Team Physician and doctors of student-athletes
- Competing teams' athletic trainers, athletes, coaches, athletic training students, and athletes' parents

Demonstrates Excellence:

- Maintains National Athletic Trainers Association Certified Athletic Trainer and Vermont State Licensed Athletic Trainer status in good standing
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Attends conferences, athletic trainer meetings, and reads appropriate journals to stay abreast of current research and therapeutic techniques/trends; and also to satisfy NATA continuing education requirements
- Counsels and is sensitive to student-athletes regarding psychological aspect of injury and recovery
- Refers student-athletes to appropriate medical services when necessary (i.e. Health Services, orthopedic doctor, nutritionist, psychologist, etc.)
- Excels in the support of SMC values and mission through actions and words

Education and Work Experience:

- Bachelor's degree with 3-5 years of experience as a Certified Athletic Trainer; Master's Degree preferred
- Experience in supervisory role preferred
- CSCS experience preferred

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Proficiency with injury Tracking software

Licenses, Certifications and Other Requirements:

- NATA Certified Athletic Trainer
- State of Vermont Licensed Athletic Trainer or eligible
- Certified in First Aid and CPR/AED for the Professional Rescuer (instructor certified preferred)
- Valid drivers license in good standing

Additional Requirements for the Job:

- Use of personal vehicle required for off campus game/practice coverage

- Other related duties necessary for the effective operation of the college
- Flexibility in working irregular hours, including evening, weekends, and holidays
- Availability for team travel
- Ability to perform tasks in adverse weather conditions
- Ability to sit and stand for extended periods of time
- Ability to lift or move 25-50lbs