

Athletic Trainer/Coordinator
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268220>

Downloaded On: Nov. 12, 2025 10:18pm

Posted Nov. 12, 2025, set to expire Dec. 10, 2025

Job Title Athletic Trainer/Coordinator
Department Fitness, Wellness and Athletics
Institution Truckee Meadows Community College
Reno, Nevada

Date Posted Nov. 12, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff
Coordinator

Academic Field(s) Health Services
Athletics and Recreation Services

Apply Online Here <https://apptrkr.com/6715420>

Apply By Email

Job Description

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Athletic Trainer/Coordinator

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

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Truckee Meadows Community College, located in Reno, Nevada, is seeking applicants for an Athletic Trainer & Coordinator for the Fitness, Wellness and Athletics department.

Athletic Trainer Duties:

Responsibilities will include the assessment of the physical health of student-athletes and the assessment and treatment of injuries incurred by student-athletes while participating in the College's athletic programs. Additional responsibilities as assigned by the Director of Fitness, Wellness, and Athletics.

Department Coordinator Duties:

This position will be a coordinator over multiple initiatives in the Athletic Department. Assists the Director of Fitness, Wellness, and Athletics in managerial duties in planning, assessing, and reporting athletics, wellness and fitness activities and operations. Works with each individual unit and/or department head to collect measurable outcome data and prepares the annual division report.

Major Responsibilities:

Athletic Training (50%):

1. Assists with the athletic training coverage for all men's and women's intercollegiate teams.
2. Maintains and compiles complete and accurate records for each student-athlete injured or treated while participating in athletics.
3. Compiles and updates student-athlete emergency contact documents.
4. Assist in providing certified athletic training coverage for all home athletic contests.
5. Assist in game day preparations, set-up and clean-up.
6. Schedules preseason concussion testing and heart testing for all student-athletes.
7. Develops emergency procedures and action plans for all game day operations and events.
8. Act as a liaison with Truckee Meadows Community College Team physicians and consultants, with student-athlete physical exams, referrals and treatment of injuries and sickness.

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9. Travel with athletic teams as needed.
10. Provide expertise for prevention, evaluation, treatment and rehabilitation of athletic injuries and related illnesses.
11. Coordinate athletic insurance coverage with athletes, health care providers and parents.
12. Consults and participates in the Health and Wellness Committee.
13. Create and manages yearly budgets for sports medicine, supplies and equipment.
14. Organizes sports medicine, supplies and equipment and maintain associated records.
15. Maintains and facilitates repairs for sports medicine equipment.
16. Manages all Athletic Department staff licensure for CPR and First Aid.
17. Maintain a high level of confidentiality.
18. Perform other duties as assigned or requested.

Athletic Department Coordinator (50%):

1. Collects, organizes, and tracks measurable outcome data from each sports team.
2. Tracks and organizes alumni information.
3. Assist in developing, planning and implementing goals and creation of measurable outcomes that relate to the College's core themes and institutional strategic plan.
4. Assists with management of Sports and Fitness Center interviewing, scheduling, hiring, and managing of student workers and LOAs, as requested by Fitness, Wellness, and Athletics Director.
5. Develop, maintain, and improve the Sports and Fitness Center operations and procedures.
6. Request academic reports to be given to coaches to ensure student-athletes remain eligible.
7. Assist in the coordination and planning of annual Tailgate, Banquet, Spirit Day, Health and Wellness

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Committee events, and similar Athletic Department related events.

8. Work closely with the Administrative Assistant to the Fitness, Wellness and Athletics Department to ensure continuity of processes and initiatives. Serve as backup as needed.

9. Process paperwork, correspondence, and other documents to ensure the functioning of the office and to avoid a disruption in the services provided.

10. Proactively manage phone calls, e-mails, visitors, and other requests or inquiries.

11. Perform other duties as assigned or requested.

Minimum Qualifications

1. Bachelor's degree in Athletic Training, Sports Medicine, Public Health, Kinesiology or equivalent field from an institution accredited by CHEA or USDE recognized accrediting organizations.

2. One (1) year of work experience within Athletic Training or related field.

3. Board certified by National Athletic Trainers Association.

4. Nevada state certified for Athletic Trainers or equivalent

5. Certification in CPR and First Aid

Preferred Qualifications

1. Instructor Certified for CPR and First Aid

2. Flexible and accommodating work availability

3. Experience with management in Athletic Departments

Salary and Benefits Information:

Salary: \$58,415 - \$73,019, initial salary placement will be dependent on education level and years of experience

Perks of Working at TMCC

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- Health insurance options including dental and vision - [Health Insurance](#)
- 19.25% retirement match.
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Employer-paid long term disability (LTD) at 60% of salary up to \$7,500 per month-
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

- 1) Resume/CV
- 2) Cover Letter

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3) Contact Information for Three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

12/10/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Athletic-Trainer-Coordinator_R0149634-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin,

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Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Truckee Meadows Community College

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