

St. Joseph's Preparatory School

POSITION TITLE: **ATHLETIC TRAINER**

DEPARTMENT: **ATHLETICS**

FLSA STATUS: **NON-EXEMPT**

REPORTS TO: **ATHLETICS DIRECTOR**

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory School is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective, all-male school serves over 900 young men in their pursuit of becoming "men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, the classroom and chapel intersect with the religious formation of mind and heart.

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve

POSITION SUMMARY:

St. Joseph's Preparatory School's Athletics programs provide top-tier athletic opportunities to student-athletes. With multiple nationally ranked teams, St. Joseph's Prep strives to successfully prepare student-athletes for their future academic and athletic endeavors.

St. Joseph's Preparatory School in Philadelphia, PA, is seeking a dedicated and experienced NATABOC-certified Athletic Trainer to serve as the Lead ATC for our athletics program. This individual will be responsible for overseeing the sports medicine program for all school sports, ensuring the highest level of care and injury prevention for our student-athletes.

As the Lead Athletic Trainer, you will play a key role in the health and safety of our athletes across all sports teams, working closely with coaches, administrators, physicians, and parents to deliver top-tier medical support and sports performance services.

KEY RESPONSIBILITIES:

- Understand, appreciate, and implement the principles of Jesuit education as set forth in Jesuit secondary school literature and the documents of the Jesuit Secondary Education Association.
- Serve as the primary provider of athletic training services for all school-sponsored sports.
- Develop and manage comprehensive injury prevention, evaluation, treatment, and rehabilitation programs.
- Maintain accurate medical records, injury reports, and treatment logs in accordance with school policies and state regulations.
- Collaborate with physicians and healthcare professionals to coordinate care for student-athletes.
- Provide game and practice coverage, including some travel with teams.
- Assist with the collection and documentation of pre-participation physical exams.
- Perform concussion baseline testing.
- Develop emergency action plans and ensure their implementation.
- Manage inventory and ordering of athletic training supplies and equipment.
- Educate student-athletes, coaches, and parents on injury prevention and wellness.
- Oversee all sports medicine staff
- Collaborate with internal and external health providers to ensure continuity of care for student athletes.

St. Joseph's Preparatory School

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's or master's degree in athletic training or related field.
- NATABOC Certification (ATC) – Required.
- Proven leadership abilities, commitment to academic excellence, and cultural competence to bridge racial and socioeconomic divides.
- Exceptional interpersonal skills and proven ability to network across diverse groups of stakeholders.
- An agile, insightful organizational leader with flexibility and comfort with managing from ambiguity to clarity.
- Pennsylvania State Licensure (or eligible).
- CPR/AED certification.
- Strong interpersonal and communication skills.
- Experience in a high school or collegiate athletic setting is preferred.
- Ability to work flexible hours, including evenings and weekends.
- Current Driver's License and ability to operate a vehicle

DESIRED COMPETENCIES:

Business acumen

Decision-making ability

Ability to Delegate

Financial accountability

Managing vision and purpose

Goal Planning

Measuring outcomes to use an evidence-based approach to develop action plans that further the role and department.

Relationship building

To be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org or mail to:

**Joseph Dougherty, Director, Human Resources
St. Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130**

Deadline: July 18, 2025

- **Cover letter**
- **Resume**
- **List of three references (contact info only)**

For information on our mission and characteristics of the school, please visit our website at www.sjprep.org

EQUAL OPPORTUNITY EMPLOYER