

**Garces Memorial High School
Bakersfield, CA**

Job Title: Athletic Health and Safety Coordinator

Reports To: Athletic Director

Employment Type: Full Time

FLSA Status: Exempt

Terms of Employment: 12-month position

Position Summary

Garces Memorial High School, a Catholic college-preparatory school within the Roman Catholic Diocese of Fresno, is seeking a dedicated, dependable, and student-centered Athletic Health and Safety Coordinator. This individual will support the health, safety, and well-being of student-athletes while promoting the Catholic mission and values of the school.

Working closely with the Athletic Director, coaches, families, physicians, and other healthcare professionals, the coordinator will help manage injury-prevention practices, emergency preparedness, basic first aid, medical documentation, athletic clearances, and return-to-participation processes. The successful candidate will demonstrate sound judgment, strong organizational skills, professional integrity, and a commitment to serving students within a safe, compassionate, and faith-centered environment.

Board of Certification credentialing as an Athletic Trainer is preferred but not required. Individuals who are not BOC certified will perform only those duties permitted by their education, training, certifications, and applicable law.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Provide on-site health and safety coverage for designated home athletic contests, practices, postseason events, and school-hosted competitions.
- Respond to athletic injuries and medical emergencies, provide basic first aid within the scope of the employee's training, and activate emergency medical services when appropriate.
- Assist with injury-prevention programs and promote safe participation practices for student-athletes.
- Coordinate appropriate referrals to physicians, physical therapists, certified athletic trainers, and other qualified healthcare professionals.
- Maintain communication with parents or guardians regarding injuries, referrals, documentation, and participation status, consistent with school policy and applicable privacy requirements.
- Coordinate annual athletic physicals, clearance forms, emergency information, and other required participation documentation.
- Verify that student-athletes have received appropriate written clearance before returning to participation following an injury or medical restriction.
- Maintain accurate injury reports, incident reports, treatment or first-aid logs, referral records, and related documentation.
- Maintain an organized, sanitary, secure, and properly supplied health and safety area.
- Monitor environmental conditions—including heat, air quality, hydration, field conditions, and severe weather—and communicate safety recommendations to the Athletic Director and coaching staff.

- Assist coaches with appropriate conditioning, hydration, injury-prevention, and emergency-response procedures.
- Inspect, organize, and distribute first-aid supplies and emergency equipment to athletic teams.
- Assist with the appropriate fitting and use of protective equipment, braces, pads, or taping when qualified and authorized to do so.
- Develop, review, and help implement emergency action plans for athletic facilities and events.
- Maintain an inventory of supplies and equipment and submit annual budget recommendations to the Athletic Director.
- Collaborate professionally with school administrators, coaches, healthcare providers, students, and families.
- Maintain student confidentiality and comply with school policies and applicable legal requirements.
- Participate in required meetings, training sessions, and school activities.
- Perform other related duties assigned by the Athletic Director.

Required Qualifications

- Bachelor's degree in kinesiology, exercise science, sports medicine, health sciences, physical education, or a related field; relevant professional experience may be considered.
- Current certification in CPR, AED use, and first aid, or the ability to obtain certification before beginning employment.
- Knowledge of basic first aid, emergency-response procedures, injury prevention, and student-athlete safety.
- Ability to recognize medical emergencies and follow established emergency protocols.
- Strong communication, organizational, documentation, and interpersonal skills.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Ability and willingness to work a flexible schedule, including afternoons, evenings, weekends, school breaks, and postseason events.
- Ability to successfully complete all school-required background checks and employment clearances.

Preferred Qualifications

- Graduation from an athletic training program accredited by the Commission on Accreditation of Athletic Training Education.
- Current certification through the Board of Certification for the Athletic Trainer.
- Master's degree in athletic training, sports medicine, kinesiology, or a related field.
- Previous experience working with high school or collegiate student-athletes.
- Experience coordinating athletic clearances, medical documentation, emergency action plans, and return-to-participation procedures.
- Familiarity with concussion protocols, heat-illness prevention, sudden cardiac arrest response, and other applicable student-athlete safety requirements.

Work Schedule

The work schedule will be established by the Athletic Director and will vary according to seasonal athletic schedules. Regular afternoon, evening, weekend, postseason, and school-break availability may be required.

Physical Requirements

The employee must be able to:

- Stand and walk for extended periods.
- Work indoors and outdoors in varying weather conditions.
- Bend, kneel, reach, and move quickly in response to an emergency.
- Lift, carry, push, or pull equipment and supplies associated with the position.
- Assist with emergency response activities consistent with the employee's training and physical ability.

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform the essential functions of the position.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to **Michael Letourneau at mletourneau@garces.org**. Applications will be reviewed on a rolling basis until the positions are filled.

Equal Employment Opportunity

Garces Memorial High School and the Roman Catholic Diocese of Fresno are committed to providing equal employment opportunities in accordance with applicable law and their rights and responsibilities as Catholic religious organizations. Employment decisions are guided by job-related qualifications, the needs of the school, and the applicant's ability and willingness to support the Catholic mission, values, and identity of Garces Memorial High School.