

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Athletic Therapist
DEPARTMENT:	Athletics
CLASSIFICATION:	Coordinator D
WAGE GRADE:	WG 80
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Director, Athletics
DATE REVISED:	August 2025

SUMMARY OF FUNCTIONS:

Reporting to the Director, Athletics, and working in conjunction with various coaching and athletic therapy staff, the Athletic Therapist is responsible for the prevention, immediate care and rehabilitation of all sports-related injuries and conditions impacting varsity and club student-athletes competing for Nipissing University. This includes coordinating care with other healthcare professionals and supporting the mental health and overall well-being of athletes.

The Athletic Therapist will advise staff and student-athletes regarding injury prevention and care, assessing and arranging referrals to appropriate health care providers when necessary, and developing and implementing treatment plans to ensure a safe and timely return to competition. The Athletic Therapist assists the Lead Athletic Therapist with pre-season screenings to assess student-athlete readiness, acts as a first responder to provide on-site injury management during practices and games, and ensures seamless coordination of care through effective communication with coaching staff and healthcare professionals. Additionally, the Athletic Therapist will assist the Lead Athletic Therapist with the mentoring, of student trainers and placement students to support clinic and field operations. A flexible work schedule will be required since the Athletic Therapist will be required to attend practices, home games, and maintain clinic hours.

DUTIES & RESPONSIBILITIES:

Student-Athlete Care and Injury Management

(70%)

- Conduct pre-season screening and assessments for all varsity student-athletes, ensuring eligibility through verification of physicals, health documentation, and medication compliance with banned substance regulations, baseline testing and education sessions as required by Ontario University Athletics (OUA), U Sports and Canadian Centre for Ethics in Sport
- Advise coaching staff and student-athletes regarding injury prevention and rehabilitation programs; providing care and treatment programs as needed
- Prepare student-athletes for games and/or practices which includes warm-up, taping and stretching
- Provide on-field immediate care during and post all varsity home games and practices; and other events as needed
- Conduct assessments and design treatment plans for all sports related injuries to ensure a safe and timely return of student-athletes to competition

- Make 'return-to-play' decisions for student-athletes, in consultation with appropriate medical staff (physician) and coaching staff
- Coordinate care with external healthcare providers and communicate treatment plans to student-athletes and coaches
- Engage in regular communication with coaching staff to provide comprehensive updates and pertinent information regarding the status of their student-athletes
- Address mental health concerns among student-athletes, providing initial support and referrals as needed.
- Ensure the safety and well-being of visiting student-athletes during events, providing treatment and communicating with their institutions regarding care plans
- Conduct safety checks for field equipment and event facilities
- Assist the Lead Athletic Therapist with developing and maintaining emergency response protocols for practices and games
- Assist the Lead Athletic Therapist with oversight of risk assessment and mitigation strategies for athletic events

Clinic Operations

(20%)

- Maintain accurate records of injuries, treatments, and rehabilitation plans in compliance with regulatory standards
- Assists the Lead Athletic Therapist with the procurement and maintenance of inventory, including but not limited to medical supplies for varsity medical first aid kits and clinic supplies
- Perform daily cleaning and maintenance of treatment room, including laundry and cleaning treatment tables
- Assess new technologies and equipment to enhance student-athlete care, rehabilitation, and clinic operation
- Utilize software systems for clinic operations and student-athlete health information in accordance with regulatory and privacy requirements

Coordination and Support

(10%)

- Assist the Lead Athletic Therapist with the recruitment, onboarding, and coordination of paid student employees (NUWORKS) and placement students from the BPHE program
- Assist the Lead Athletic Therapist in supporting the learning experience of BPHE placement students by providing guidance during their placements and contributing to the evaluation process by offering structured observations and feedback
- Collaborate with other departments and external partners to align athletic therapy programs with broader institutional and community goals

Any other duties as assigned.

QUALIFICATIONS:

Education: A university degree in Athletic Therapy and an Advanced Certificate in Athletic Therapy from a CATA-accredited institution, or Master of Science in Physical Therapy (MScPT) or equivalent. Continuing education is required by the governing body to remain in good standing.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Certification as an Athletic Therapist with CAT(C) and valid First Responder and Basic Life Saving (BLS) Certification

- A minimum of two years of relevant experience working with multiple sports teams, preferably at the professional, university, or college level
- Experience in scheduling and coordinating staff, students, and volunteers across multiple teams while adapting to changing priorities
- Experience managing clinic operations, including staffing and scheduling, inventory and budget management, and compliance with health information management software
- Experience in hiring, onboarding, and coordinating staff and students while fostering a collaborative and supportive environment
- Mental health first aid training
- Strong Interpersonal and communications skills
- Advanced problem-solving skills for emergency and non-standard situations
- Excellent organizational and time management skills
- Familiarity with university sport and recreation programming is considered an asset
- Commitment to fostering an inclusive and respectful environment for all student-athletes and staff
- Willingness to engage in ongoing professional development and stay current with best practices in athletic therapy
- Demonstrated ability to develop and implement effective treatment plans, as well as health and safety policies
- Must receive a negative Criminal Record Check with vulnerable sector check (i.e. have not been convicted of a criminal offence for which a pardon has not yet been granted)

RELATIONSHIPS/CONTACTS:

Supervised by: Director, Athletics

Internal Contacts: Faculty, staff and students

External Contacts:

- University Coaches
- User Groups (i.e. athletics)
- Representatives of other agencies and organizations
- OUA (Ontario Universities Athletics)
- U Sports
- Parents
- Prospective Students
- Medical Practitioners
- Medical Supply Agencies
- Professional Associations and Sport Organizations

MATERIALS UTILIZED:

- Standard office equipment
- First Aid Equipment and materials
- Taping and wrapping materials
- Cleaning supplies
- Therapeutic modalities

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Moderate exertion, including standing, running during on-field activities, and occasional lifting of equipment

- Flexible work schedule, including evenings, weekends, and occasional travel
- Some exposure to high-pressure environments during emergencies and events.

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Date

Employee Signature

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Approvals

Supervisor

Date

Human Resources

Date