



Job Title: Associate Director of Athletics

Reports to: Director of Athletics

Classification: Full Time - Exempt

Start Date: July 1, 2021

The Associate Director of Athletics' job works with the Director of Athletics and the Assistant Director of Athletics to maintain, organize and administer the overall interscholastic athletic program, including the Mind, Body, Brain program at Marin Academy. The Associate Director of Athletics shares responsibility for the overall direction and coordination of the department. Expectations of a full-time staff member include attendance at staff and school-wide meetings when schedule allows, attendance at graduation ceremonies, and service on various school committees. This position reports directly to the Director of Athletics and is a member of the Athletic Department Staff. This is a 12-month, 1.0 FTE, exempt position at Marin Academy. Marin Academy is a member of the Bay Area Conference and Marin Academy's athletic program is committed to excellence, competition, and positive athletic experiences.

In addition to other tasks that may be assigned at the Director of Athletics discretion, the Associate Director of Athletics is responsible for the following day to day activities.

Primary responsibilities include but are not limited to:

- Office duties
- Supervise Assistant Director of Athletics
- Aide in administering the overall program of interscholastic athletics and the Mind, Body, Brain Program
- Head coach at least 1-season of sport
- Maintain database for all MA teams, MA coaching staff, and MA athletic archives and history
- Maintain rosters for all teams
- Maintain directory of current Marin Academy Coaching staff and staff certifications
- Oversee MA athletics online presence (public-facing website, MyMA, and sports team pages)
- Co-Lead Student-Athlete Leadership Committee
- Work with Positive Coaching Alliance (PCA)
- Write pre- and post-season team publications
- Aid in Overseeing MA Athletics social media
- Aid in weekly and daily school communications (TW@MA & Bulletin)



- Coordination and confirmation of game schedules and officials
 - Send final schedules to League office and Marin IJ
 - Work with coaches on non-league scheduling
 - Reschedule/postpone/cancel events as necessary
- Produce weekly Early Dismissal list for distribution for the MA community
- Coordinate Admissions Open Houses
- Coordinate Postseason Athletic Events
- Coordinate team photos each season
- Assist in coordination of off-campus athletic facility use and permits
- Partner with Marin Academy Parents Association (MAPA) on Team Parent program, boosters BBQs and Athletic Banquet
- Oversee Athletic Inventory and uniforms
- Oversee distribution and collection of team uniforms
- Collect and maintain file of uniform contracts
- Member of the athletic committee that identifies and nominates Marin Athletic Foundation Recipient and MA's Outstanding Sport Persons
- Distribute, collect and maintain file of ejection policy forms
- Maintain bulletin boards outside Athletic Office with current team schedules, rosters, standings, casual photos, news clippings, sport opportunities
- Coordinate team pictures for all athletic teams + athletic club teams
- Act as liaison with Athletic Director and League Office when hosting tournaments
- Work with the coaching staff in helping with administrative tasks related to specific teams
- Oversee volleyball & basketball table worker schedule
- Work with the school Registrar to submit NCS Scholastic Grades for all seasons
- Work with the Director of Athletics and other constituents in organization and execution of athletic awards banquet
- Maintain and update team photo wall and athletic boards in the new gym
- Maintain the 10-season athlete database
- Answer phones and correspond to requests for information

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.



Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity and inclusion in the workplace. Salary and benefits are very competitive.

For more information about Marin Academy, please visit our website (www.ma.org).

Interested candidates are requested to submit a cover letter and resume to:

Rob Rafeh
Director of Athletics
rrafeh@ma.org