



Job Title: Aquatics Director
Reports to: Director of Athletics
Classification: Exempt
Start Date: January 15, 2022

The Aquatics Director works with the Director of Athletics and the Associate Director of Athletics both to maintain, organize and administer the overall Aquatics Program at Marin Academy *and* to oversee all uses of the Aquatic Center by outside organizations. These responsibilities include but are not limited to the following: managing the entire aquatics activities of the community facilities, coordinating all aquatics programs, including water safety program, learn to swim program, swim club, water polo club, and first aid and training programs.

Institutional Leadership

The five areas of focus for this position include safety, aquatic leadership in the community, compliance, people management, program, and financial management. The Aquatic Director shares responsibility for the overall direction and coordination of the aquatics program with the Athletic Director. 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'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 Athletic's discretion, the Aquatics Director's job responsibilities as pertaining to aquatic and pool activities and needs are as follows.

Job Responsibilities:

1. Manage and coordinate the scheduling of all events at the aquatics facilities.
2. Supervise all aquatic activities including the supervision of facility users, club coaches, lifeguards, and recreational activities.
3. Develop and oversee community partnerships & aquatic programming including learn to swim and water safety programming.
4. Maintain relationship and work with TAM Masters Swim Program.
5. Work closely with the Director of Athletics and Buildings & Grounds in regard to maintenance, mechanical, or custodial issues.
6. Coordinate the purchasing, inventory, and maintenance of pool equipment.
7. Manage programs, clinics, and classes associated with the facility including scheduling registration and tracking staff hours.
8. Work with staff to investigate and recommend a strategy to manage risk in the aquatic facility.
9. Maximize revenue-producing opportunities through traditional and non-traditional usage of the aquatic facility.
10. Develop and monitor an annual budget for the aquatics facility and programs.
11. Coordinate with physical education staff on the use of the aquatic facility.
12. Performs other duties of a similar nature or level, as assigned.
13. The successful candidate may have the opportunity to coach in our high school water polo or swim program, including as a head coach, for an additional stipend.

Job Requirements:

1. Bachelor's Degree in Recreation, Sports Administration, or related field is preferred.
2. Minimum of two years of successful aquatics program leadership and coaching.
3. Demonstrated knowledge of sports and recreational administration.
4. Demonstrated knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community aquatics program.
5. Ability to develop, coordinate, and direct varied activities involved in a community aquatics program.

6. Demonstrated knowledge and understanding of the relationship between aquatics programming and Diversity, Equity & Inclusion.
7. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
8. Ability to communicate effectively orally and in writing.
9. Ability to plan and supervise the work of paid staff and volunteers.

Marin Academy is an independent, college preparatory high school located in San Rafael, CA with an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for civic engagement. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County.

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.

Learn more at www.ma.org.

Application Process:

A cover letter and resume should be submitted electronically to MA Director of Athletics, Rob Rafeh, at rrafeh@ma.org.

Please indicate the position you are applying for in the subject line.

Applications are due by Monday, November 1, 2021.