Head Coach Swimming and Diving/Director of Aquatics Operations

POSITION SUMMARY

Reports to the Director of Athletics and directs all phases of the men’s and women’s swim & dive seasons. Duties include, but are not limited to, leading the organization and direction of all aspects of the NCAA Division III Swim teams. Specific duties include planning and organizing all practices and meets, recruitment of prospective student athletes, overseeing assistant coaching staff, and overseeing all administrative duties. In coordination with the Director of Operations is responsible for all operations related to the function of the pool. Duties including but not limited to hiring and training of pool personnel, oversight and organization of all aquatics programs and generating revenue opportunities.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Design and implementation of all practice in season.
- Schedule all non-conference events.
- Recruitment of prospective student athletes on and off campus through email, phone calls and in – person contact.
- Organize and plan all team travel
- Hire and manage staff
- Lead all necessary administrative tasks including, but not limited to, fundraising, planning of all alumni events and equipment management.
- Oversee lifeguard program
- Oversees all aquatics programs including generating revenue opportunities
- Be in alignment with vision and core values of the athletic department

The following job accountabilities may be reassigned:

1. Performs other duties as assigned or requested.
QUALIFICATIONS

A Bachelor’s degree is required. The qualified candidate should ideally have competitive Swim/Diving experience as a coach, preferably on the collegiate level. Candidate must have a strong commitment to the academic achievement of student athletes, good communication, organizational skills, and the ability to work amically with students, administrators, and faculty within the rules and regulations of the College, the SCIAC Conference, and the NCAA Division III.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

Occidental College is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, sexual orientation, military and veteran status, or any other characteristic protected by State or Federal Law.

We strongly encourage all underrepresented candidates, especially women and persons of color, to apply.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.