JOB TITLE: Director of Outings
REPORTS TO: Dean of Students
CLASSIFICATION: Exempt, 75%

At Marin Academy, our unique educational approach inspires teachers and students to work side-by-side every day immersing themselves deeply in their subjects while honing the ability to think critically and creatively. And because many voices are welcomed and encouraged at MA, our students cultivate the tools they need to live their lives fully—and the inspiration to contribute as compassionate citizens to our world.

Overall vision of the Outings Program
- Setting direction for the program
- Development of new aspects as program evolves
- Working with teachers to integrate experiential education into their classes

Publicizing the Program
- Publishing the Outings Catalog each semester
- Maintaining the Outings website at www.ma.org
- Running the Outings assemblies
- Recruiting students, faculty and staff for the program

Training and Coordination of the Outings Leaders, as well as other faculty and staff who participate in the program
- Organizing and facilitating safety meetings to review the Outings Handbook, incident reports, and emergency preparedness plans
- Coordinating the trips for each semester
- Maintaining records of certifications for the faculty and staff
- Encouraging leaders to participate in professional development related to their Outings interests

Maintaining records
- Keeping a database of the students who sign up for and go on Outings
- Recording Emergency Preparedness Plans for each trip on the Faculty Server
- Documenting and publishing a yearly packet of incident reports and near misses
Maintaining Gear
- Purchasing new gear to replace old
- Maintaining an inventory of all the gear
- Assessing retirement of the technical gear
- Repairing worn or damaged gear

Leading Outings
- Eight weekend trips per year (day trips count as half a weekend) and Minicourse
- Lead Senior Wilderness Quest post-graduation

Assisting on Freshman Orientation
- This includes organizing the gear and maps for the Frosh leaders and assisting on one overnight as needed.

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 Lynne Hansen, Dean of Students (hansen@ma.org).