



JOB ANNOUNCEMENT: Athletics Operations Coordinator

EMPLOYEE STATUS: Part-time, Non-exempt, Academic-year

REPORTS TO: Interim Director of Athletics

CLOSE WORKING RELATIONSHIPS: Athletics Department Personnel, Coaches

TERM OF WORK: August 4, 2025 through June 12, 2026

WORK SCHEDULE: Generally 25 hours per week, Monday-Friday, between the hours of 12:00 pm - 7:00 pm with flexibility, and ability to work required events and competitions on weekends and evenings depending on athletics calendar.

SALARY RANGE: \$30-\$40/hour

Bay also offers a strong benefits package for long-term employees working at least 60% full-time.

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members ("staffulty") foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our [precepts](#) and [academics](#) pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), or any other characteristic protected by law. We are committed to having a staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

Job Description

The Athletics Operations Coordinator will support a dynamic athletics and activities program that includes 27 sports teams and after-school physical education activities. Currently, the school offers a variety of competitive levels, including varsity, junior varsity, and club levels. Approximately 70% of the student body participates in athletics, and 30% physical education activities. The Athletics Operations Coordinator is responsible for the promotion of a positive, healthy, and successful athletics and activities culture reflective of Bay Precepts.

The Athletics Operations Coordinator is a member of the Athletics Department and works closely with the Interim Athletics Director and other Athletics Department members to ensure the smooth functioning of the school's athletics programs. This role is vital in supporting coaches, student-athletes, and the overall school community. The Athletics Operations Coordinator will support various aspects of the ongoing operations and support functions of the athletics office and program.

Required Qualifications

EDUCATION: Bachelor's degree required or equivalent.

EXPERIENCE: Minimum of 3 years of operations and/or administrative experience, preferably in a school's athletics office, recreational program or within athletics administration. Experience working in a school environment is strongly preferred.

COMPUTER SKILLS: Proficiency in Google Suite/Microsoft Office required.

CERTIFICATES & LICENSES: Must be at least 25 years old with a valid California driver's license and a minimum of 5 years of driving history.

OTHER REQUIREMENTS: Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, workplace violence prevention, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

Major Responsibilities

- Manages team transportation schedules and services (coach/bus service, use of school vans);
- Drives team vans as needed;
- Assists with scheduling of league and non-league competitions/tournaments;
- Confirms weekly games with opponents, field/gym providers, officials, and ensure compliance with CIF and school policies;
- Communicates timely updates regarding athletic events, logistics, and schedule changes to students, faculty, and families;

- Manages uniform and swag inventory and distribution;
- Supports uniform design and sourcing;
- Manages equipment inventory, maintenance, and distribution;
- Supports purchasing;
- Manages Bay Athletics social media properties and partners with students who manage individual teams' social media accounts;
- Attends games, and serves as point of contact for coaches, families and officials;
- Schedules and manages individual and team photos w/ team photographer, coaches, and captains; distribute photos to families;
- Collaborates with the Registrar to collect health forms and ensure student athlete compliance;
- Collaborates with student life to monitor attendance for activities;
- Maintains and updates team rosters, practice/game/event schedules, and internal calendars across multiple platforms;
- Coordinates seasonal checklists, onboarding/offboarding of coaches, and support for athletics-related events.

Required Professional Qualities/Abilities

- Strong organizational skills and ability to multitask and prioritize in a dynamic environment;
- Excellent verbal and written communications skills, warm and professional demeanor;
- Ability to work independently and as part of a team;
- Strong cultural competency and commitment to equity and inclusion;
- Strong attention to detail;
- Ability to work effectively with several constituencies (employees, colleagues, students, parents, and community at large);
- Ability to receive and incorporate feedback;
- Ability to use and effectively employ technology to promote department efficiency, communication, and organization.

The Ideal Candidate

- Aligns with The Bay School's mission, values, and community precepts;
- Demonstrates ongoing commitment to equity, inclusion, and anti-bias work in education;
- Embraces feedback and opportunities for professional growth;
- Enjoys working closely with high school students and being part of a vibrant school community;
- Brings a calm presence, a sense of humor, and the ability to balance multiple responsibilities in a dynamic work environment;
- Communicates clearly and cross-culturally with compassion and care;

- Maintains professionalism, confidentiality, and integrity under pressure;
- Manages time effectively and thinks proactively to anticipate needs and plan ahead.

Physical Requirements

- Ability to lift and carry 40 pounds;
- Ability to sit/stand for long periods of time;
- Ability to move around campus. The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings. All buildings are ADA compliant.
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed indoors in a shared office setting, and requires attending various athletic venues both indoors and outdoors.
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours.
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices, or in the Staffuly lounge on the fourth floor.

If interested in the position, please review our website, then email all of the items below to: Susie McCobb, Executive Assistant to the Heads of School, at: jobs@bayschoolsf.org, subject line: **AOC25-26**

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/CV;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.