

Alberta Lacrosse Association

Job Title:	Manager of Officiating		
Location:	Sherwood Park	Travel Required:	Yes
Level/Salary Range:	TBD	Position Type:	Full time
HR Contact:	Lisa Grant	Date posted:	
Will Train Applicant(s):	yes	Posting Expires:	December 1, 2017
External posting URL:			
Internal posting URL:	www.albertalacrosse.com		
Applications Accepted By:			
E-mail: lisa@albertalacrosse.com		Mail: Alberta Lacrosse Association #4 – 9 Chippewa Rd Sherwood Park, AB T8A 6J7	
Job Description			
<p>Alberta Lacrosse is looking for an enthusiastic, independent person to work on various program and administrative needs of the association as it relates to Officiating and the support of the Alberta Lacrosse Referees Association (ALRA).</p> <p>Duties:</p> <ul style="list-style-type: none"> • Provide administrative support to Executive Director, Technical Director, and ALRA President as it relates to officiating • Receive general phone inquiries and provide general information requests • Record and File Management of ALRA Registration and Clinics • Assists with the ordering of supplies, inventory management • Assist with meeting preparation • Assist with Governance Documents • Maintain Alberta Lacrosse Referees Association Web page and other Social Media sources • Co-ordinate Officiating Clinics and Facilitators with ALRA and host • Assist with on line registration • Assist with Alberta Summer Games, Provincial Competitions and Nationals • Assist with ALRA Committees as required • Other duties as assigned <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Attention to detail, Excel, Microsoft Word, Strong Communication skills • Lacrosse Official Technical Training would be an asset 			