



Manager Position

TITLE:	MANAGER
REPORTS TO:	REPRESENTATIVE DIRECTOR
COMMITMENT:	SEASONAL ACCORDING TO TOURNAMENTS
REMUNERATION:	VOLUNTEER POSITION

Responsibilities and Duties

- Manage WLA Team for the season
- Coordinate all required administration duties for the team i.e. Team contact list, Team cards and medical/injury history of each player.
- Ensure team understands where each training and game is and what time they are expected to arrive
- Assist the team coach in coordinating and organizing activities outside of the coaching realms i.e. uniforms, team musters, team bonding etc.
- Support Coach with administration duties
- Attend team meetings
- Attend team games
- Provide and inform team with necessary information
- Organising team flights/rides for any tours
- Organising accommodation for squad tours
- Management of squad/team budget and finances
- Accompanying the team on squad tours
- Collate and communication of team data
- Liaise with WLA Committee

Knowledge and Skills Desired

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Has sound IT and computer skills
- Has excellent time management ability
- Has ability to plan and provide for the needs of the squad
- Enjoys working in a high performance team environment

NB: This position does not require knowledge of lacrosse