

Alberta Lacrosse Association

Job Title:	Program Coordinator		
Location:	Sherwood Park	Travel Required:	Yes
Level/Salary Range:	TBD	Position Type:	Full Time
HR Contact:	Lisa Grant	Date posted:	December 4, 2019
Will Train Applicant(s):	yes	Posting Expires:	January 1, 2020
External posting URL:			
Internal posting URL:	www.albertalacrosse.com		
Applications Accepted By:			
E-mail: lisa@albertalacrosse.com		Mail: Alberta Lacrosse Association Suite 4 – 9 Chippewa Rd Sherwood Park, AB T8A 6J7	
Job Description			
<p>Job Purpose: Accomplishes project objectives by assisting Manager of Development in planning and completion of tasks for player development camps, provincials, Team Alberta.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assist in coordination of player development camps • Assist in coordination of tryouts and practice schedules for Team Alberta • Assist in coordination of organizational meetings for Team Alberta program • Order and deliver accurate equipment and apparel to Team Alberta participants • Assist in coordination of ALA Box and Field Provincials • Assist in coordination of team travel and accommodations • Liaison with host committees and team managers • Liaison with parents and Manager of Development • Attend Team Alberta selection camps, player development camps, and other events as required • Other duties as assigned <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Attention to detail, Excel, Microsoft Word, Strong written and verbal communication skills 			