

# Alberta Lacrosse Association

## Manager of Development Position Description

**Part-Time Position** 6 Day to Day Variation dependent on assignment; evenings and weekends especially during peak season (January through August);

### REPORTING

To the Executive Director and Senior Manager of Development

### SCOPE

The Manager of Development is responsible for providing all technical services required by the Association in his/her area, assist supervision of all Provincial Team coaches, ASG coaches, Player Development Camps, Coach Mentorship Opportunities, work with Volunteers

### AREAS OF RESPONSIBILITY

#### ADMINISTRATION

- Assist with preparation and delivery of an Annual Technical Plan with Senior Manager of Development
- Technical correspondence and answering all lacrosse requests and inquiries

#### GOVERNMENT

- Assist in preparation of reports as required
- Assist in the preparation of Alberta Sport Connection Annual Report

#### PROGRAMS

The Manager of Development shall oversee the process of existing programs and provide leadership in the development of new programs, for example:

- Delivery of program coordination between CLA, ALA Members and ALA participants
- Ensure that programs are consistent with the Coaching and LTAD policies of the Association
- Ensure that delivery of programs meets the needs of the Association and its members
- Prepare appropriate criteria for the development of new programs with Senior Manager of Development
- Provide effective program management ensuring timely implementation, standardization, and evaluation
- Administer and Promote the Lacrosse FITS Program
- Written annual evaluation on the effectiveness of the development programs
- Develop, coordinate, and promote Box and Field Lacrosse throughout the province

- Coordination of lacrosse camps ó design camp format, budget preparation for approval, scheduling of camps, facilities, and staffing with Senior Manager of Development
- Association liaison with the Box, Men's Field, and Women's Field Disciplines, assisting in our Provincial Championships, Skills Events, Mentorship Opportunities, etc.

#### **YOUTH MEN'S & WOMEN'S FIELD/MINOR BOX PROVINCIAL PROGRAMS**

- Staff liaison for all Provincial Championships
- Provide coaches packages and applicable materials for provincials
- Provide Coach Mentorship Opportunities
- Attend provincials events

#### **PROVINCIAL TEAM PROGRAMS (FIELD AND BOX)**

- Work with the Director of High Performance to implement technical development of coaches and players

#### **SUMMER GAMES (BOX)**

- Work with the Alberta Sport Connection to implement ALA Summer Games activities, including try-outs, coach selection, and Summer Games event activities
- Attend the ASG for Coach Mentorship Opportunities

#### **COACHING CERTIFICATION PROGRAM.**

- Update and maintain coaching resources
- Assist with Lacrosse TV
- Assist with development of coaching association events, projects and activities

#### **OTHER**

- Assist officers and members with special projects as required
- Any other related duties as may be assigned by the Executive Director or Senior Manager of Development

#### **RENUMERATION**

- Dependent on successful applicant experience