

**Northern California Junior Lacrosse Association (NCJLA)**  
**Director of Girls Lacrosse**

The NCJLA is looking for a highly organized and proactive leader to direct lacrosse activities for our over 2,500 girls and 400 coaches. This leader will oversee the age group commissioners and be responsible for all aspects of administration and girls lacrosse game play for the NCJLA's member clubs. This is a part-time, work from home position. The Girls Director reports directly to the NCJLA's Executive Director.

**Job Description:**

1. Manage the activities of the regular lacrosse season including:
  - a. pre-season planning and program development, including attending mandatory planning meetings
  - b. development and presentation of content for annual delegates meeting, attendance is mandatory
  - c. Development and presentation of content and topics for discussion at the summer workshop, attendance is mandatory
  - d. facilitate the game scheduling processes for girls' program, assure girls games are scheduled by league volunteers and coordinate game scheduling meeting as needed with NCJLA ED, attendance is mandatory
  - e. develop and submit for board approval a seasonal calendar for girls' program that will be outlined in the NCJLA Operations Guide
  - f. review season end plans with the ED and Treasurer by mid-July to allow for assessment calculations and team projections
  - g. update rules sheets, game protocol, and scoresheets annually by Dec 1<sup>st</sup>.
  - h. coordinate all schedules, team rsvps and event information sheets for play days, and end of season play for girls (playoffs, championships, and festivals)
  - i. work with the officials' organization to communicate and support the recruiting and training of officials. Work closely with officials' assignors on game scheduling issues.
  - j. hold a commissioners and officials liaison meeting to discuss annual rules adoptions from USL and NFHS.
  - k. assist ED with operational aspects of PCA, USL CEP and other coaches training events, if needed
  - l. participate on weekly sportsmanship committee calls during the season, attendance is mandatory and follows the time line of the NCJLA Operations Guide section Sportsmanship Incidence Reports
  - m. review the official's contract and invoices with Treasurer and President, if needed

- n. review player petitions and make recommendations to the board by the 10<sup>th</sup> of the month (Nov-Feb)
    - o. attend regular staff meetings, bi-weekly and as needed
  2. Prepare and ensure timely dissemination of all NCJLA communications associated with the operation of the girl's program.
  3. Be responsive to day-to-day email and phone requests. Represent the NCJLA in a professional manner.
  4. Publish consistent office hours for clubs to contact when needed, 10-16 hours.
  5. Review NCJLA website content and draft proposed improvements, in the off-season. During the season, be sure all girls game related website content is up-to-date and accurate.
  6. Prepare a monthly girls game operations report, expense report and time sheet for board review. (3 days prior to the board meeting)
  7. Regularly educate all clubs' girls reps, leadership, and coaches about league plans and operations as well as what's needed from clubs in order to participate in the league.
    - a. Hold regular girls reps' virtual meetings that follow the Operations Guide section Sample Master calendar.
8. With the Executive Director:
  - a. Establish the annual budget requirements for the Girls Program
  - b. Recommend locations for league sponsored play, such as play days, playoffs, tournaments and championships. Coordinate all aspects of event communication and day of logistics either directly, via host club(s) or approved third party vendors.
  - c. Work with club representatives in the off-season to review protocols and league rules and make any new policies and procedures recommendations to the board by mid-July.
  - d. Identify, recruit and recommend commissioners for board approval for each age level. Oversee commissioner's work, which includes defining balanced conferences prior to game scheduling, reviewing event schedules, publications and onsite support at NCJLA season events.
  - e. Conduct annual commissioners training meeting.
  - f. Conduct annual schedulers training call or virtual meeting in mid Nov or early December.
  - g. During the season oversee commissioners addressing issues pertaining to coach/player/parent behavior and sportsmanship incidents and administer the sportsmanship incident report process for the girl's program.
  - h. Track and process ejections and prepare monthly ejections report for the Board of Directors.

- i. Review and propose post season playoff qualifications for board approval by mid-July for the next season.
- j. Attend US Lacrosse regional meetings when the budget allows.
- k. Perform other duties, projects and tasks as assigned by the Executive Director.

### **Qualifications**

#### **Required:**

1. Extensive background playing and/or coaching girls lacrosse, including knowledge of the rules, regulations, sportsmanship, history and culture of the sport.
2. Strong written, verbal, presentation and interpersonal communication skills.
3. Proficient computer skills including knowledge of Microsoft Word, Excel, PowerPoint, and website functionality.
4. Ability to work independently while being a team player, multi-task and work efficiently under deadlines.
5. Dependable, reliable, honest, and trustworthy with high personal and professional ethical standard.
6. Bachelor's degree.
7. Agree to a background check and conflict of interest statement as a condition of employment.

#### **Desirable:**

1. Project management experience: establishing goals and objectives, defining scope, building timelines, coordinating project participants, scheduling, delegating. Track record of projects delivered on time and on budget.
2. Experience coordinating and motivating volunteers in a nonprofit organization benefiting youth.

#### **To Apply:**

Send a cover letter and resume via email to [execdirector@ncjla.org](mailto:execdirector@ncjla.org) by Nov 15th.