



**Chico Rebels Lacrosse
Club • Chico, CA
Director of Lacrosse
Job Description
April, 2017**

The Chico Rebels Lacrosse Club is a non-profit organization governed by a Board of Directors under the sanction of US Lacrosse within the Northern California Junior Lacrosse Association. We offer a wide range of programming that is intended to provide a positive lacrosse experience for the entire spectrum of player, from the beginner to the more experienced athlete who competes at a very high level. Our programming includes U11 through Varsity team boys teams, and a high school girls team. We provide the coaching, facilities, encouragement, and opportunity for athletes to experience a highly rewarding and fun group experience in the sport of lacrosse while achieving their maximum individual potential.

Job Summary

Direct a community-based program that produces the highest attainable levels of excellence in instruction as well as individual and team performance. Drive ALL aspects of lacrosse instruction and competition, developing and improving technical and physical lacrosse skills in each participant while providing a fun and enjoyable environment, promoting teamwork and sportsmanship, and encouraging personal development. Foster positive relationships, mentor, and communicate efficiently and effectively with coaching staff, team members, and the parent community. Work in partnership with members of the Board of Directors, the coaching staff, and other stakeholders to inform and further organizational goals and objectives. Engage business relationships, assist in securing financial support, and be able to strategize and act to meet or exceed revenue targets. Position is full-time during the lacrosse season with opportunities to expand offerings to create and generate compensation from a year-round program.

Reports To

The Board of Directors.

Essential Job Functions

COACHING DUTIES

A. Instruction:

- Set the schedule for all practices and competitive events/games and designate the appropriate number of coaches to be in attendance.
- Work with recreation and school districts to align the best possible facilities with the practice and home game/event schedules.
- Establish standards for practice plans and ensure plans are made for each practice.
- Establish protocols, instructional processes/guidelines, and an instructional progression that are consistent across teams to establish a continuum of instruction for all players and coaches.
- Serve as the Head Coach for one of the teams within the Rebels program.

B. Coaching Staff:

- Responsible for the hiring, supervision, direction, evaluation, and termination of all coaching staff.
- Provide written goals and objectives for the coaching staff and submit them annually to the board for review.
- Perform a written evaluation of the coaching staff for review at a period determined by the Board of Directors and the Director.
- Conduct regular meetings with coaching staff, to include pre-season, in-season, and post-season reviews.
- Responsible for fulfilling any and all substitute coaching roles, should they be temporarily necessary.
- Ensure that the coaching staff has met the minimum safety requirements established by US Lacrosse.

D. Professional Development:

- Attend at least one coaching professional learning event per calendar year with approval from the Board of Directors. The Chico Rebels Lacrosse Club will pay the cost of registration, travel and lodging as allowable within the budget for the given year.

ADMINISTRATIVE DUTIES

A. Report directly to the Executive Committee of the Board of Directors regarding all administrative matters.

B. Attend all regularly scheduled board meetings and:

- Provide the Board of Directors with a monthly review of all team progress and assistant coach performance and make appropriate recommendations.
- Provide the Board of Directors with updates of events relating to US Lacrosse, NCJLA, and other legislative bodies.

C. Be responsible for the recording of attendance and submitting a monthly report by the following month to the Board of Directors.

D. Participate in the formulation of and execution of the discipline policy for members of the lacrosse club. This policy shall be in writing and shall be included in the registration packet and issued to all athletes and their parents. The discipline policy shall be reviewed and approved by the Board of Directors.

E. Be responsible for maintaining all personnel files, including written reviews and documentation of meetings with employees. All files must be reviewed annually and updated.

F. Review, approve and have time cards ready for bookkeeper. It is the Director of Lacrosse's responsibility to verify hours and communicate with employees.

G. Work in close collaboration with the Booster Club to further organizational goals and objectives, including identifying and promoting fundraising efforts, team activities, business sponsorships, merchandise offerings, and other Booster functions as needed.

H. The Director and/or approved designee shall be responsible for:

- Recruiting athletes to the program.
- Attending all NCJLA scheduled meetings and team sanctioned events.
- Planning and managing lacrosse clinics.
- Providing motivational activities for athletes.
- Writing and distributing weekly parent communication via email and oversight relative to the team website.
- Managing distribution of other support materials (event sheets, flyers, etc.).
- Coordinating regular social activities (pizza nights, BBQ's, etc.).
- Providing event results to news media.

- Regular parent education communications, newsletters, and meetings.
- Annual NorCal Chapter meeting and coaching clinics.
- Formulating, enforcing, and educating parents and players on a Code of Conduct to detail specific expectations for participation in Rebels programs.

Minimum Qualifications

- Proven experience running the instructional, competitive, and business sides of a youth sports non-profit or other organization.
- Bachelor's degree.
- Demonstrated training and experience with age-appropriate instructional processes.
- Excellent verbal and written communication skills. Able to present information effectively to large groups of athletes and adults in both instructional and non-instructional settings.
- Capable of working independently and as part of a team. Good work ethic and a desire to "get the job done." Ability to work under pressure and meet deadlines.
- Ability to manage a number of projects simultaneously.
- Efficient self-starter that takes initiative while able to accept supervision and direction as required.
- Willingness to share ideas and collaborate.
- Ability to prioritize and follow through effectively.
- Commitment to provide and ability to supervise high quality customer service.
- Proven research skills, including use of the Internet and other resources.
- Knowledge of Microsoft Office package (Word, Excel, PowerPoint, Access) or similar computer applications.
- Interest and commitment to enhancing the effectiveness of nonprofit organizations.
- Valid driver's license.
- Plans, organizes and schedules in an efficient, productive manner; anticipates contingencies and demonstrates flexibility. Excellent organizational skills and pays attention to detail.
- Connection to the larger Chico community very desirable.
- Experience playing college-level lacrosse very desirable.
- Maintain First Aid, CPR, AED and other certifications as required.
- Must fulfill all NCJLA requirements for Director of Lacrosse position.
- USL Level 2 Coaching Certified via clinic. NFHS Coaching Fundamentals, NFHS Concussion Training, and Heat Illness Training.

Compensation

Very competitive, dependent on experience and qualifications relative to the job

posting. The opportunity for net profit sharing during the regular season and significant income through off-season programming and is available for qualified candidates.

Application Process

Interested applicants must send a cover letter, resume, contact information for three references, and one writing sample (preferably a writing sample related to a job function associated with this position) to the email listed below. **Resumes submitted without a cover letter, references, and writing sample will be considered incomplete and will NOT be considered.**

PLEASE SUBMIT APPLICATION MATERIALS VIA EMAIL TO THE FOLLOWING ADDRESS:

president@chicorebels.org

POSITION OPEN UNTIL FILLED.

No phone calls, please.

Notice of Non-Discrimination

The Chico Rebels Lacrosse Club is an employer committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of the Chico Rebels Lacrosse Club to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, the Chico Rebels Lacrosse Club is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, the Chico Rebels Lacrosse Club will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of the Chico Rebels Lacrosse Club.