

## Position of Executive Director

- Employment: Part-time (roughly 900 hours per year)
- Pay scale: Negotiable but is based on a scale of registered members for compensation
- Benefits: Not eligible
- Overtime: Not eligible
- Schedule: In-season (March-July), Off-season (Aug-February), Mon-Fri and some weekends for special events or as required by the board

The Rocky View Lacrosse Association (RVLA) is currently looking for a new Executive Director (ED) starting after the AGM in November 2021.

The Role of the ED includes:

- Is the direct liaison between the membership and the board as well as other clubs and sport facilities.
- Keeping an accurate account of names and addresses of members, making sure all information is kept private, ensuring all accounts are paid and that they comply for insurance purposes.
- Responsible for securing facilities for the Club, booking and scheduling all the preseason and regular season floor throughout 5 different facilities. Game and practice scheduling for all the teams.
- Attends all meetings and keeping accurate minutes of these meetings.
- Devising new promotional approaches to boost customer numbers while enhancing engagement and driving growth
- Recruiting new members by networking at community events and distributing promotional materials to attendees.
- Responsible for trouble shooting technical issues within the registration software and website.
- Designing the website and keeping information current
- Keeping social media platforms updated
- Collaborates with other clubs Executive Directors, budget committees, boundary committees and our governing body.
- Pulls registration and finance reports for the board as needed.
- Delegate's members using volunteer software and assigning committees.
- Making sure each board member is held accountable with staying on and under their budget.
- Keeping an accurate inventory of equipment
- Distributing goalie equipment, sizing appropriately and making sure gear is kept in good and safe condition
- Distributing coaching and team equipment
- Ordering club equipment
- Other duties as needed or requested by the RVLA board

If interested, please submit your resume to [president@rockyviewlacrosse.com](mailto:president@rockyviewlacrosse.com).