



## TEAM SASK PROVINCIAL COORDINATOR POSITION

### REQUIRED CERTIFICATIONS

- Previous sport team management experience. Preferably at a Provincial level.
- Previous experience with Team Sask program or other elite Lacrosse program
- Must have experience and knowledge using Microsoft Office
- Basic understanding of financial record keeping.
- Strong organization skills, time management skills, and people skills
- The Provincial Coordinator must be able to pass a Criminal Record Check, including a vulnerable sector search.

### DUTIES AND RESPONSIBILITIES

- Reports directly to the SLA Executive Director
- Will be the direct supervisor for all Team Sask Managers
- Will be the SLA representative when traveling with teams.
- Ensure Team Managers work together as a team
- Ensure Team Managers are keeping teams on budget to the best of their ability
- Work with the SLA VP of Operations, and SLA Executive Director for team planning.
- Responsible for order Team Sask clothing and working with Executive Director to make accommodation and travel arrangements for teams.
- Attend Nationals with teams.
- Responsible for submitting monthly financials to the SLA office for all teams, including proper deposit and expense reports.
- Collect all registration forms for teams and submit to the SLA Office.
- Collect all athlete fees before the group leaves.
- Submit invoices for larger team items to the SLA office to be paid.
- Assist with medical problems. Keep medical information for all Team Members
- Approve itineraries for team trips and events.
- Approve meal plans for team during any travel.