

WLUA Administrator Job Description

General duties:

- Reports to the Executive Committee
- Administer and support the programs, activities, policies, and procedures of WLUA
- Perform administrative and clerical tasks on behalf of WLUA
- Tracks hours worked

Specific duties:

- Prepare and manage in the development of the annual budget with the WLUA Treasurer, track expenses, and support payments for training and other activities with WLUA financial committee.
- Create and maintain membership database of records, annual certifications, and compliance with governing body requirements.
 - Duties include, but not limited to:
 - Collecting all annual USA Lacrosse test scores from members (adult and youth officials)
 - Submitting all USA Lacrosse test scores to Virginia High School League (VHSL)
 - Ensuring all members comply with VSHL requirements
 - Ensuring dues are paid by all members in coordination with assignors
- Create and maintain a database of perspective member records
- Develop and coordinate training clinics and continuing education opportunities for officials.
 - New officials training: 2x per year for adult training (fall, winter); 1x per year for youth training (winter)
 - Officials' development: Webinars throughout the season/year on topics selected by the WLUA Executive Committee
 - Development of training material at the HS and youth rated level
- Coordinate, support and attend annual meeting with WLUA Executive Committee to include reserving meeting space, collection of slides for agenda, and recording attendance.

- Procure materials and supplies as needed for WLUA training and other programs
- Maintain and post all necessary information on website
- Coordinate classroom and field training for junior officials and attend NVYLL meetings.
 - Other duties and responsibilities in support of the NVYLL program as assigned by the Executive Committee

Qualifications and Requirements

- Must obtain and maintain US Lacrosse membership while serving in this position
- At least 5-7 years experience in an administrative function with progressively responsible duties
- Proficiency with computers, including Microsoft Word and Excel, e-mail, website administration
- Must be organized, able to work independently and meet deadlines
- Must have excellent communication skills, and be able to forge and maintain professional relationships
- Provide monthly progress report on time spent, duties

Contract length: annual

Performance review: annual

Compensation: \$6,000 – payment 2x per year Jan 1, Jul 1