# Bayswater Lacrosse Club



### Role Description

| **Job Title** | **Director of Recruitment** |
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| **Accountability** | Club Committee Executive | **5-8 hours per week in season** |
| General Description - Objectives |
| * Maintain a consistent recruitment program at both Senior and junior level.
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| Responsibilities |
| * Liaise with Director of Development to encourage/promote natural progression from Modcrosse, under 11’s and under 9’s to junior and senior lacrosse levels.
* Confirm available funding from Smarter than Smoking funding with LWA each calendar year and the distribution process.
* Update school contact list, then contact school’s week **one term one** to book in a maximum of three sessions per class (three weeks) up to three days’ clinics per school. This will be dependent on Smarter than Smoking funding if available if not adjust bookings and submit a proposal to the committee for funding.
* Oversee coaches for schools, allocate coaches, provide all necessary equipment, provide an equipment list to coaches including Smarter than Smoking signs, flyers etc make sure they have submitted a Working with Children Check prior to attending any school or carnival.
* Provide application forms for coaches to be paid and provide LWA with the details through the appropriate person, currently Development Manager Peta Hiron
* Organise and Promote Quik Stix after school program through schools and social networking etc
* Purchase Quik Stix giveaways from LWA to be provided to participants prior to the program finishing.
* Monitor progress of all projected teams in February, to target age group recruitment on teams with a short fall of players prior to the season commencement in April. Discuss with director of junior/senior men/women.
* Liaise with and promote to new players and parents and local council incentives such as Kidsport to understand the process to explain to potential members
* Liaise with Director of Publicity to conduct the appropriate advertising
* Provide leadership in future planning for lacrosse at senior and junior levels.
* Ensure all members are aware of and apply the principles of the Code of Conduct and Codes of fair play.
* Prepare monthly reports for presentation at Management Committee meetings.
* Prepare annual report for AGM by second Wednesday in October each year and submit to Club Manager
* Assist with other matters that may arise from time to time such as “Have a Go Days and Carnivals”
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| Qualifications - Accreditations |
| **Essential**  | **Desirable****Excel** |
| Reporting |
| * Provide a report on any aspect of the portfolio operations to the monthly Committee meeting.
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| Relationships |
| * Reports to the Club Committee.
* Liaises with the Executive.
* Liaises with key stakeholders.
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