



*MetroLacrosse is a non-profit organization whose mission is to foster positive life enrichment, character development and healthy life choices among urban youth and teens through enhanced participation in the team sport of lacrosse. Through its character education curriculum that builds upon the lessons learned while participating in team sports, MetroLacrosse highlights the importance of a healthy lifestyle, focuses on developing strong teamwork and communication skills, and aims to teach participants lessons that are transferable to their daily lives. MetroLacrosse's year-round programs (spring, winter, and fall seasons; summer camps) serve over 700 boys and girls in the 3<sup>rd</sup>-12<sup>th</sup> grade across more than 80 schools throughout Boston (predominantly Dorchester) and Chelsea.*

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## **Job Description: Girls Program Manager**

### **Roles and Responsibilities**

Reporting to the Program Director, the Program Manager is the primary staff member responsible for the quality, growth and development of MetroLacrosse's programs for players in grades 3-8.

Primary responsibilities of the role include:

- Manage logistics of rookie (3<sup>rd</sup> – 4<sup>th</sup> graders), youth (5<sup>th</sup> – 6<sup>th</sup> graders), and junior (7<sup>th</sup> – 8<sup>th</sup> graders) programs in fall, winter, and spring seasons:
  - Manage existing programming and develop new opportunities to engage youth.
  - Collaborate with other staff members to coordinate clinics, tournaments, overnight trips, and events.
  - Build relationships with program participants, volunteers, parents, and community partners.
  - Implement and evaluate our lacrosse curriculum at age-appropriate levels.
  - Recruit and retain active participants through public schools and community centers.
  - Data entry, evaluation, and other related administrative duties.
  - Manage equipment and uniform inventory, ordering, and storage.
  - Organize field permitting and lining.
- Supervise full time program assistant(s) and seasonal staff member to ensure training and execution of seasonal programming and data management.
- Act as a point of contact between teen participants, families, staff, volunteers, community partners and MetroLacrosse.
- Connect youth with outside resources including, but not limited to, academic support programs, local community organizations and colleges.
- Present as coach and role model during practices, camps, demonstrations, clinics and MetroLacrosse events.
- Serve as a coach or staff manager during summer programs.

### **Required Skills and Qualifications**

- Bachelor's Degree and experience as a lacrosse player and/or lacrosse coach.
- Desire to work with urban, low-income, and/or multicultural youth.
- Strong track record of detail orientation and coordination of multi-faceted events.
- Demonstrated ability to manage and prioritize projects and people in a team-based, collaborative environment.
- Strong interpersonal, supervisory, critical thinking, verbal, and written skills.
- Must be available to work nights and weekends for practices and events as necessary.

### **Compensation and Benefits:**

Salary is commensurate with experience (35-44k), and includes full benefits (including health, dental, disability, life, and retirement). MetroLacrosse is an equal opportunity employer and encourages applicants from diverse backgrounds of all kinds.

*To apply, email a cover letter/letter of interest and resume to Pat Cronin at [pcronin@metrolacrosse.com](mailto:pcronin@metrolacrosse.com)*