

Regional Team Captain (x4)

TIRF Rugby – 77 Bloor St W. Toronto, ON

Full-time, Contract



REPORTS TO: Coordinator, Programs and Outreach

CONTRACT TYPE: 35 hours/week; up to 12 weeks

TERM: **April 23, 2018 to August 10, 2018**

WAGE RANGE: \$960 to \$1200 (bi/weekly)

ABOUT US

The Toronto Inner-City Rugby Foundation (TIRF) is a rugby-centred community development non-profit organization. We use rugby as a tool for social good. *The Community Rugby Program* relies on strong relationships with nine local rugby clubs, community groups, schools, and the City of Toronto, to ensure that youth in priority neighbourhoods have opportunities to participate in rugby over the summer months.

THE ROLE

Are you in a serious relationship with rugby? We are. As a **regional team captain** for The Community Rugby Program, you will be responsible for the promotion, delivery and execution TIRF's non-contact rugby curriculum and programming in communities across Toronto. Strong interpersonal skills are integral to this role as you will be working with school-aged children, interacting with educators and building relationships with parents on a daily basis.

WHAT YOU'LL DO

40% TEAM SUPERVISION AND DEVELOPMENT

- Schedule, coordinate and document team meetings and all other key communication
- Develop cohesive action plan outlining outreach strategies and program logistics
- Coordinate team building activities and identify individual leadership opportunities
- Manage and track staff hours
- Proactively address issues or emerging problems affiliated with program delivery
- Other duties as assigned

30% COMMUNITY ENGAGEMENT AND OUTREACH

- Act as a brand ambassador at info booths, registration days, and community events
- Collaborate with all senior staff to identify event and outreach opportunities
- Coordinate and help execute event activities including event setup and take down
- Orchestrate promotion, outreach, and player registration strategies
- Achieve targets for partnership and participant engagement
- Other duties as assigned

20% RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Support the delivery of the Rookie Rugby Curriculum schools/camps (ages 5 to 12)
- Ensure that participants are aware of the opportunities to continue participating in rugby
- Provide additional supports, including program delivery, festivals, and special events
- Provide in-person customer service to participants, parents, and community partners
- Other duties as assigned

10% ADMINISTRATIVE SUPPORT

- Provide timely updates with regards to partner and participant information
- Perform administrative updates: database entry, statistical updates, participant registration
- Track and provide weekly updates on key metrics to Community Rugby Program Supervisor
- Responsible for the collection of metric measurements and reporting
- Provide weekly reports to the Coordinator of Programs & Outreach
- Other duties as assigned

WHO YOU ARE

You are a motivated, energetic **post-secondary student** looking to further your experience in sports administration, sports marketing, recreation and leisure, physical education/education, Kinesiology, non-profit/community development or child/youth work. As both an ambassador for TIRF and the game of rugby, you are ready-and-willing to take direction and constructive criticism to support the goals and values of the organization. You are a leader amongst your friends, often providing advice and thoughtful feedback to them. You understand why we have two ears and one mouth. If you were a haircut you'd probably be a mullet: business in the front and a party in the back.

REQUIREMENTS

MINIMUM REQUIREMENTS

- Must be legally able to work in Canada
- Must be a full-time post secondary student returning to a full-time school program in the fall
- Must undergo a successful Voluntary Sector Screening

ASSETS

- Knowledge of local community organizations, socio-economic landscapes in Toronto, and youth issues
- Experience working in a recreation facility, recreational programs, summer camps and/or rugby
- First Aid CPR Certification
- NCCP/World Rugby Coaching Certification
- HIGH FIVE Certification
- Valid Ontario Driver's License
- Proficiency in: Arabic, Farsi, French, Mandarin, Somali, Tagalog, Tamil, Urdu, Vietnamese

COMPETENCIES

- Demonstrated values of diversity, inclusion, and teamwork
- Ability to motivate others
- Strong work ethic and desire to help others
- Strong knowledge of Microsoft Office Suite/Google Suite and social media channels
- Strong and clear written and verbal communication skills
- Strong time management skills with the ability to produce under pressure
- Strong event planning/project management skills
- Ability and willingness to work occasional evenings and weekends as required

PHYSICAL REQUIREMENTS

- Includes: lifting, bending, walking, running and sitting for long periods of time

NOTE

While this is a paid full-time contract position, TIRF does operate on flex-time and may involve occasional evening and weekend work.

HOW TO APPLY

Please complete the online job application at www.TIRfrugby.ca/jobs. You will be required to upload a cover letter and resume in a single PDF document and complete a short essay-styled question. Please save your resume and cover letter with the title "[Your Name]: **Regional Team Captain**". You will receive an automated email notification letting you know that your application was received. **NO PHONE CALLS PLEASE.**

DEADLINE

All applications are due by **midnight on Wednesday, March 21, 2018.**

The Toronto Inner-City Rugby Foundation (TIRF) is an inclusive workplace and is committed to championing accessibility, diversity, and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.