

# Special Events Team Captain

TIRF Rugby – 77 Bloor St W. Toronto, ON  
Full-time, Contract



**REPORTS TO:** Coordinator, Programs and Outreach  
**CONTRACT TYPE:** 30-35 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

As the **special events team captain** for The Community Rugby Program, you will be working with small teams across the city. You will be responsible for the logistics of five TIRF events, prospecting and attending community outreach events, and the coordination of staff/MP Meet-and-Greets across Toronto.

## WHAT YOU'LL DO

### 50% COMMUNITY AND SPECIAL EVENT COORDINATION

- Schedule, coordinate, and oversee the execution of four non-contact rugby tournaments
- Schedule, coordinate, and oversee the execution of one festival
- Manage all aspects of event planning, logistics, and coordination
- Collaborate with the media team to promote and publicize events
- Develop cohesive action plan and schedule for TIRF's participation in community events
- Monitor and report community event/engagement opportunities
- Proactively address issues or emerging problems affiliated with event execution
- Other duties as assigned

### 35% COMMUNITY ENGAGEMENT AND OUTREACH

- Act as a brand ambassador at info booths, registration days, and community events
- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Liaise with the communications officer to develop and distribute marketing collateral
- Collaborate with all senior staff to identify event and outreach opportunities
- Coordinate and help execute event activities including event setup and take down
- Provide in-person customer service to participants, parents, and community partners
- Achieve targets for partnership and participant engagement
- Other duties as assigned

### 15% ADMINISTRATIVE SUPPORT

- Develop and manage detailed project budgets
- Responsible for the collection of metric measurements and reporting
- Conduct five post-event evaluations
- 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 event planning, PR, marketing, recreation and leisure, or non-profit/community development. 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 probably involved in intramural sports and love being in a competitive environment. Your friends would call you a “people-person”. You probably watch The Food Network and enjoy hosting parties and small fundraising events for issues you care about.

## REQUIREMENTS

### MINIMUM REQUIREMENTS

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

### PHYSICAL REQUIREMENTS

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

## COMPETENCIES

- Demonstrated values of diversity, inclusion, and teamwork
- Ability to motivate others
- Highly detail-orientated with a 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 event planning/project management skills
- Ability and willingness to work occasional evenings and weekends as required

## ASSETS

- Experience in event planning or management
- Experience working in a recreation facility, recreational programs, summer camps and/or rugby
- First Aid CPR Certification
- Valid Ontario Driver’s License

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## NOTE

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

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## HOW TO APPLY

Please complete the online job application at [www.TIRfrugby.ca/jobs](http://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]: **Special Events 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.**

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*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.*