

# TIRF WANTS YOU TO JOIN OUR SUMMER COMMUNITY RUGBY TEAM!



---

<b>POSITION:</b>	Community Rugby Program Supervisor (aka Sr. TIRF Intern Supervisor)
<b>CONTRACT TYPE:</b>	Seasonal Contract, Full-Time
<b>DURATION:</b>	<b>April 17<sup>th</sup> 2017 – August 28<sup>th</sup> 2017</b>
<b>LOCATION:</b>	<a href="#">804 -170 Bloor St. W., Toronto, ON M5S 1T9</a>
<b>REPORTS:</b>	Coordinator of Programs & Outreach

The Toronto Inner-City Rugby Foundation (TIRF) is a rugby-centred community development non-profit organization. Our goal is to build communities through rugby and rugby through communities. TIRF has established strong relationships with all stakeholders in the rugby landscape to ensure that youth in priority and low income neighbourhoods have opportunities to participate in rugby. We remove financial barriers to participating at the school, club, and rep levels for students. To date, TIRF is active in over 80 schools, 120 community organizations, and nine Toronto rugby clubs.

**The Community Rugby Program Supervisor (Senior TIRF Intern Supervisor)** will be a motivated, energetic post-secondary student looking to gain leadership skills and experience in communications, marketing, sports management, recreation, physical education, event planning, kinesiology, and/or the non-profit sector. Ideal candidates will have an interest in sports and community development. **The Community Rugby Program Supervisor (Senior TIRF Intern Supervisor)** will be responsible for one of four riding groups or regions in Toronto. They will be required to supervise, coordinate and develop a team of interns while ensuring the delivery of TIRF's essential programming within their assigned region.

---

## JOB DESCRIPTION:

### TEAM SUPERVISION AND DEVELOPMENT

- Schedule/coordinate team meetings and key communications for the regional team
- Provide weekly reports to the *Coordinator of Programs & Outreach*
- Coordinate team building and individual leadership opportunities within their team/regions

### RUGBY DEVELOPMENT

- Provide recruitment and registration at TIRF and non-TIRF schools
- Supervise and coordinate the facilitation of mini rugby house leagues, free rugby clinics (players 12 & under), Rugby "try days" with TIRFs partner clubs and schools in assigned regions
- Supervise the engagement of TIRF eligible schools and the ensuing on boarding process
- Ensure that students/kids engaged are aware of opportunities to continue rugby in the summer

### MARKETING AND COMMUNICATIONS

- Ensure that all club and TIRF events taking place are marketed via conventional and new media
- Liaise with the Communications Officer to ensure that parents, players, and the community is up-to-date on events and programs via tools like team-snap, websites, and social media

## COMMUNITY RELATIONS

- Be an ambassador for the game of rugby in the community
- Ensure the attendance of TIRF at several community events within their region
- Organize Rugby “Festival” within respective regions and/or centrally

## YOUTH PROGRAMMING

- Assist with the recruitment for the TIRF Mentoring Program
- Facilitate social/educational events and leadership programming for registered youth
- Support TIRF during “TIRF Rugby Day” and other events by assisting with ticket distribution, transportation, food distribution, and player management

## ADMINISTRATIVE SUPPORT

- Manage and coordinate players and high school ambassadors
- Contribute stories to the quarterly newsletter and periodic sponsor updates
- Provide monthly updates on key metrics
- Fundraising – assist club and TIRF at fundraising events during the summer.
- Other duties as assigned

---

## SKILLS REQUIRED

- Demonstrated values of diversity, inclusion and teamwork
- Strong leadership qualities and able motivate a team towards TIRF stated goals
- Ability to work independently and juggle multiple projects/deadlines
- Excellent computer skills (Microsoft Office Suite) and social media
- Strong Interpersonal skills, ability to build and facilitate organizational partnerships
- Excellent written and verbal communication skills
- Event planning and event management skills

## IN ADDITION THE FOLLOWING ARE CONSIDERED ASSETS

- Experience in sports industry and particularly rugby
- Experience working in a recreation facility, recreational programs, and/or special events
- Knowledge of local community organizations, socio-economic landscapes in Toronto, and youth issues

## ADDITIONAL REQUIREMENTS

- Vulnerable Sector Screening (Police Check)
- Drivers license

## BENEFITS

- Personal/Professional Development Workshops
- While this is a paid full-time seasonal contract position, TIRF does operate on flex-time

---

## HOW TO APPLY:

Please submit a cover letter and resume in a PDF document with the title “[Your Name]: **Community Rugby Program Supervisor**” to [jobs@TIRFrugby.ca](mailto:jobs@TIRFrugby.ca) All applications are due by **5pm, April 5 2017**. Due to the volume of applicants, only candidates selected for an interview will be contacted. Please let us know if you require any accommodation during the interview process, please contact us.