

Operations Administrator

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: \$1020 to \$1275 (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 **operations administrator** for The Community Rugby Program, you will be primarily be responsible for the management of regional staff across Toronto. Your work encompasses the drafting and delivery of the day-to-day operations required to maintain the speed and quality of TIRF's non-contact rugby curriculum and programming. You must be organized, adaptable, and confident in your ability to both manage and delegate tasks to others.

WHAT YOU'LL DO

40% TEAM SUPERVISION AND DEVELOPMENT

- Assist with staff supervision, hiring, orientation, onboarding, training, and evaluation of staff
- 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 outputs and performance
- 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
- Orchestrate promotion, outreach, and player registration strategies
- Achieve targets for partnership and participant engagement
- Other duties as assigned

30% ADMINISTRATIVE SUPPORT

- Assist with program evaluation and management through the use of online tools
- Perform administrative updates: database entry, statistical updates, participant registration
- Collect metrics, reports and attendance from team captains
- Responsible for the collection of metrics, reports, and attendance from team captains
- 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, business studies, recreation and leisure, non-profit/community development or human resources. 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 will be the heartbeat of our team. Your infectious personality and desire for doing-good-for-the-sake-of-doing-good, reinforces the values of the organization and anchors the team. You are the peanut butter to our jelly. You are like Frank's RedHot – we want to put you on everything.

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 check

PHYSICAL REQUIREMENTS

- Includes: lifting, bending, walking, running and sometimes silently screaming into the void

COMPETENCIES

- Strong leadership qualities
- 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

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

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]: **Operations Administrator**". 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.