

Community Rugby Facilitator

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
START DATES: **May 1, 2018** or **July 1, 2018**
WAGE RANGE: \$855 to \$1068 (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 **rugby facilitator** 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

65% 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

25% COMMUNITY ENGAGEMENT AND OUTREACH

- Act as a brand ambassador at info booths, registration days, and community events
- Coordinate and help execute event activities including event setup and take down
- Execute promotion and outreach strategy
- Execute volunteer recruitment and participant registration strategies
- Achieve targets for partnership and participant engagement
- 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
- Other duties as assigned

WHO YOU ARE

You are a motivated, energetic **high-school** or **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 probably are a big brother or big sister to someone. Younger people admire you, strangers often ask you for directions and you really like kids. After all, you were one at some point in your life. You enjoy meeting people, talking about what you do and exploring the city.

REQUIREMENTS

MINIMUM REQUIREMENTS

- Must be legally able to work in Canada
- Must be a full-time post secondary or high school 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 mostly outdoors

COMPETENCIES

- Demonstrated values of diversity, inclusion, and teamwork
- Ability to work independently and within a team
- Strong working 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 issues impacting youth
- Experience working in a recreation facility, recreational programs, summer camps, 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

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]: **Rugby Facilitator**". 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.