



**Position:** Coach Assistant  
**Term:** Short-Term 6 weeks to 16 weeks, 30 hours a week  
**Wage:** **\$20 per hour | \$600 per week**  
**Location:** Hybrid; Remote (various locations) & In-Person at 1600 – 77 Bloor Street West, Toronto  
**Reports to:** DEI Head Coach of Youth Rugby & Belonging

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## Position Summary

As the Coach Assistant for The Community Rugby Program, you will be working closely with the DEI Coach of Youth Rugby and Belonging to deliver rugby programming to youth across the City. You will ensure the stewardship of all relationships in order to achieve mutual goals in the communities where we work. The scope of your work may include outreach, events, tournaments, meetings and special activities that require coordination, delivery and evaluation.

## Additional Notes:

This job description represent the major functions of the position and it not intended to be all-inclusive. The Team Lead is also responsible for taking direction from the Executive Director or their designee in completing projects or performing duties deemed necessary for TIRF's success.

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## WHAT YOU'LL DO

### 50% RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Support the delivery of the Rookie Rugby Curriculum and Rugby Programming at schools/camps (ages 5 to 18)
- Schedule, coordinate, and oversee the execution of flag rugby games, high school rugby support
- Proactively address issues or emerging problems affiliated with event execution
- Provide additional supports, including program delivery, festivals, and special events
- Provide in-person customer service to participants, parents, and community partners
- Other projects and duties as assigned

### 30% COORDINATE PROGRAM

- Manage operational aspects of the Community Rugby Program for high schools
- Coordinate, monitor, report, and evaluate rugby and community building initiatives
- Assist with recruitment, hiring, training, supervision, and team building as necessary
- Manage scheduling, timesheet, and bookings for the Community Rugby Program
- Liaise with clients, funders, and partners to ensure quality assurance
- Support youth leadership framework to integrate Beyond Rugby and Performance

Rugby programs

- Conduct routine inventory management
- Other duties as assigned

### 10% 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
- Orchestrate promotion, outreach, and player registration strategies
- Other projects and duties as assigned

### 10% ADMINISTRATIVE SUPPORT

- Provide timely updates with regards to junior membership information
- Perform administrative updates: database entry, statistical updates, participant registration
- Prepares and submits final report which includes evaluation, statistics and recommendations
- Other projects and 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 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. When you read this job posting you were probably reminiscing about the best coach you ever-had.

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## 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
- Strong proficiency in current office technology

## 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 (PHCD or Sport)
- Valid Ontario Driver's License
- Proficiency in: Arabic, Farsi, French, Mandarin, Somali, Tagalog, Tamil, Urdu, Vietnamese

Please note that all staff members submit to an annual Police Vulnerable Sector Check (PVSC). Due to the nature of our work, staff who work in any of our physical workplaces must be fully vaccinated against COVID 19. Offers of employment are conditional based on the demonstration of COVID-19 vaccination status or approved exemption.

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## HOW TO APPLY

Complete the [online application](#) and submit your resume and cover letter in one document.

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## ABOUT TIRF

The Toronto Inner-City Rugby Foundation (TIRF) is a rugby-centred community development organization that uses rugby as a tool for social good. TIRF a registered non-profit organization, builds community through rugby in Toronto's underserved, low-income, and priority neighbourhoods. TIRF ultimately works to support youth so that they develop the leadership skills needed to become champions in life.

The Toronto Inner-City Rugby Foundation (TIRF) is committed to providing and maintaining a safe and competitive environment for all. 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.