



**Position:** Programs 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:** Program Manager

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## Position Summary

As the Programs Assistant, for The Community Rugby Program, you will be working closely with staff and volunteers to ensure that programs are consistent with youth and community needs. 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% COORDINATE PROGRAM

- Manage operational aspects of the Community Rugby Program
- 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
- Other duties as assigned

### 25% OUTREACH AND COMMUNITY ENGAGEMENT

- Develop and implement outreach strategies for the Community Rugby Program
- Build and maintain necessary relationships to ensure program success
- Identify strategic partnership opportunities and formalize current relationships
- Achieve targets for partnership and participant engagement
- Collaborate with team leads to develop and distribute marketing collateral
- Coordinate and help execute outreach and partnership events or activities
- Participate in community meetings, visibility/events, and conferences as needed
- Provide customer service to participants, parents, and community partners
- Other duties as assigned

### 25% ADMINISTRATIVE SUPPORT, MEASUREMENT, & EVALUATION

- Work closely with Program Manager to implement and analyze program-wide evaluation
- Integrate a measurement and evaluation framework for existing programs and activities
- Design, document and implement collection methods for reporting
- Develop a comprehensive measurement and evaluation framework for future programs
- Ensure knowledge gained from programs is collated and communicated
- Conduct and reports on tournaments, events and rugby related activities
- Provide weekly reports
- Other duties as assigned

## WHO YOU ARE

You are motivated and energetic practitioner with experience in youth-centred organizations, recreation and leisure, or non-profit/community development. As someone who is both inquisitive and curious, you actively search for personal development opportunities and share your resources and learnings. An advocate for youth, you invest time in creating opportunities for young people to reach their full potential. You are ready-and-willing to take direction and constructive criticism to support the goals and values of the organization. In your spare time, you probably serve or volunteer on a non-profit committee. You love working, for and building, high-performing teams. Your spirit animal is probably a duck because you are calm above the surface and underneath you don't stop hustling.

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## COMPETENCIES

- Experience coordinating programs with varying requirements
- Experience with program planning, reporting, and evaluation
- Experience working directly with young people in various capacities
- Strong knowledge of Microsoft Office Suite, Google Suite, Scheduling software and CRM databases
- Strong written and verbal communication skills
- Demonstrated ability to organize, prioritize and manage multiple projects
- Experience with supervising or leading small teams

## 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.