

# TEAM LEAD (SPORTS SUPERVISOR)



**Position:** Team Lead/Sports Supervisor  
**Term:** Short-Term 6 weeks to 16 weeks, 30 hours a week  
**Wage:** **\$18 per hour | \$540 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 a team lead for The Community Rugby Program, you will be responsible for the promotion, delivery and execution TIRF's non-contact flag rugby curriculum and programming. 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.

## 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

### 30% TEAM SUPERVISION

- Schedule, coordinate and document team meetings and all other key communication
- Coordinate team building activities and identify individual leadership opportunities
- Manage and track staff hours
- Proactively address issues or emerging problems affiliated with program delivery
- Other projects and duties as assigned

### 20% COMMUNITY ENGAGEMENT

- 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
- Achieve targets for partnership and participant engagement
- Other projects and duties as assigned

### 20% RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Support the delivery of the rugby curriculum schools/camps (ages 5 to 12)
- Ensure that participants are aware of the opportunities to continue rugby
- Special project work with events, camps, Rugby 2 Reading, etc.
- Other projects and duties as assigned

### 20% HOUSE LEAGUE MANAGEMENT

- Schedule, coordinate, and oversee the execution of the non-contact house league
- Monitor and report participant skills
- Maintain attendance/participant records
- Proactively address issues or emerging problems affiliated with program delivery
- Other projects and duties as assigned

### 10% ADMINISTRATIVE SUPPORT

- Provide timely updates with regards to partner and participant information
- Perform admin updates & reports: database entry, statistics, participant registration
- Provide customer service to participants, parents, and community partners
- Conduct site and program evaluations
- Other projects and duties as assigned

## WHO YOU ARE

You are a motivated, energetic **post-secondary student or youth** 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 are a leader amongst your friends, often providing advice and thoughtful feedback to them. You understand why we have two ears and one mouth. If you were a haircut you'd probably be a mullet: business in the front and a party in the back.

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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
- 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 (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.