



**Position:** Sports Counsellor/Rugby Facilitator  
**Term:** Short-Term 6 weeks to 16 weeks, 30 hours a week  
**Wage:** **\$18 per hour | \$540 per week**  
**Location:** Remote (various locations)  
**Reports to:** Team Supervisor

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## 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 your community. 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. This position 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.

## WHAT YOU'LL DO

### 65% RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Support the delivery of the Non-Contact Flag Rugby Curriculum/Virtual Rugby Curriculum/Workshops 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, house leagues, festivals, and special events
- Provide in-person and virtual customer service to participants, parents, and community partners
- Special projects and 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 participant registration strategies
- Achieve targets for partnership and participant engagement
- Special projects and 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
- Special projects and other duties as assigned



## WHO YOU ARE

You are a motivated, energetic high-school, 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 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.

## 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
- Valid Ontario Driver's License
- NCCP/World Rugby Coaching Certification
- HIGH FIVE Certification (PHCD or Sport)
- Proficiency in languages OTHER than Canada's two official languages

## 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.

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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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*Please note that all staff members submit to an annual Police Vulnerable Sector Check (PVSC). 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.*