

OPERATIONS & MEMBERSHIP COORDINATOR



Position: Youth Rugby Sports Coach
Term: Short-Term 6 weeks to 16 weeks, 30 hours a week
Wage: **\$22 per hour | \$660 per week**
Location: Remote (various locations)
Reports to: Team Supervisor

THE ROLE

As the **Operations & Membership Coordinator** 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. 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

40% ADMINISTRATIVE SUPPORT & PROGRAM COORDINATION

- Coordinate operational aspects of the Community Rugby Program
- Monitor, report, and evaluate rugby and community building initiatives
- Assist with recruitment, hiring, training, supervision, and team building as necessary
- Manage scheduling, and bookings for the Community Rugby Program
- Liaise with clients, funders, and partners to ensure quality assurance
- Work with Community Rugby Program staff to resolve issues in a responsive, effective manner
- Support youth leadership framework to integrate Beyond Rugby and Performance Rugby programs
- Participate in community meetings, visibility/events, and conferences as needed
- Provide customer service to participants, parents, and community partners
- Other duties as assigned

40% JUNIOR MEMBERSHIP MANAGEMENT

- Coordinate, document, and lead Junior Membership communication strategies
- Schedule, coordinate, and oversee the execution of the junior member offer
- Develop cohesive action plan outlining outreach strategies
- Document and record Junior Members and Club needs
- Monitor and report member registration
- Maintain attendance and participant records
- Proactively address issues or emerging problems affiliated with program delivery
- Attend and participate in meetings and training sessions
- 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 Rookie Rugby Curriculum schools/camps/ house leagues (ages 5 to 12)
- Provide additional supports, including program delivery, festivals, and special events
- Other projects and 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.

COMPETENCIES

- Ability and willingness to work occasional evenings and weekends as required
- Strong time management skills with the ability to produce under pressure
- Knowledge of local community organizations, socio-economic landscapes in Toronto, and youth issues
- Experience coordinating and facilitating children's programs with varying requirements
- Demonstrated customer service skills
- Experience working directly with young people in various capacities
- Strong knowledge of Microsoft Office Suite, Google Suite, WheniWork, Invoice Ninja, and Little Green Light
- Strong written and verbal communication skills
- Demonstrated ability to organize, prioritize and manage multiple projects
- Experience with supervising or leading small teams

ASSETS

- Post-secondary degree or equivalent combination of experience and/or education
- Experience with event planning and/or project management
- Experience working in a recreation facility, recreational programs, summer camps and/or rugby
- Experience recruiting and/or managing volunteers or corporate groups
- Demonstrated facilitation skills
- First Aid CPR Certification
- Valid Ontario Driver's Licence
- NCCP/World Rugby Coaching Certification
- HIGH FIVE Certification (PHCD or Sport)
- Proficiency in languages OTHER than Canada's two official languages

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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.

HOW TO APPLY

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

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.