



**Position:** Youth Rugby Sports Coach  
**Term:** Short-Term 6 weeks to 16 weeks, 30 hours a week  
**Wage:** **\$20 per hour | \$600 per week**  
**Location:** Remote (various locations)  
**Reports to:** Team Supervisor

---

## THE ROLE

As a **Youth Rugby Sports Coach** for The Community Rugby Program, you will be working closely with the DEI Coach of Youth Rugby and Belonging to deliver rugby programming to high-school aged 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. Because of the nature of this work, it is necessary to be in good standing with the sporting body and possess World Rugby Level 1/NCCP Community Coaching credentials.

## 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

### 50% RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Support the delivery of the Jr Contact Rugby (ages 14 to 19) in high schools, and in TIRF out-of-school programming
- Support the delivery of the Rookie Rugby Curriculum and Rugby Programming at schools/camps (ages 5 to 12)
- Schedule, coordinate, and oversee the execution of flag rugby games, high school rugby support
- Develop cohesive action plan and schedule for TIRF's participation in community events
- Monitor and report community event/engagement opportunities
- 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
- Conduct routine inventory management

### 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 **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 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 probably involved in intramural sports and love being in a competitive environment. You have coached rugby and have your World Rugby Level 1 or NCCP Community Rugby Level 1 Coaching credentials.

## 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
- NCCP Community Rugby Coaching Level 1/World Rugby Coaching Certification

## 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
- Previous experience organizing team sports events or programs including tournaments and leagues
- First Aid CPR Certification
- HIGH FIVE Certification (PHCD or Sport)
- Valid Ontario Driver's License
- 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.

---

## **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.*