

RUGBY DEVELOPMENT COORDINATOR



Position: Rugby Development Coordinator
Term: Short-Term 6 weeks to 16 weeks, 30 hours a week
Wage: **\$25 per hour | \$750 per week**
Location: Remote (various locations)
Reports to: Team Supervisor

THE ROLE

In your role as the **Rugby Development Coordinator** for The Community Rugby Program, you will be responsible for gathering and analysing data, sharing information, and executing customer service-orientated tasks. The ability to manage multiple projects simultaneously and strong Microsoft XL skills are essential. Your work encompasses being the face of TIRF to our junior members, providing excellent customer service, and maintaining close contact with Rugby Clubs. You will know all things rugby happening across the City!

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% 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 Rookie Rugby Curriculum 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, festivals, and special events
- Provide customer service to participants, parents, and community partners
- Provide project reports on tournaments, events and rugby related activities
- Complete weekly reporting on the region



- Develop cohesive action plan outlining outreach strategies and program logistics for high-schools, camps, Prep-for-Comp) to meet regional, project, and monthly KPIs
- Provide timely updates with regards to partner and participant information
- Responsible for the collection of metric measurements and reporting
- Perform administrative updates: database entry, statistical updates, participant registration
- Proactively address issues or emerging problems affiliated with program delivery
- Special project work with events, camps, Rugby 2 Reading, etc.
- Schedule, coordinate, and oversee the execution of the non-contact rugby house league
- Monitor and report participant skill development and opportunities
- Maintain attendance and participant records
- Conduct site visits, program audits, and employee evaluations
- Attend and participate in meetings and training sessions
- Other projects and duties as assigned

20% TEAM SUPERVISION AND DEVELOPMENT

- Schedule, coordinate, and document senior team meetings and all other key communication
- Coordinate full staff team professional development activities
- Manage, track, and report coaching team staff hours
- Conduct routine inventory management
- Other projects and 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. At your core, you want success. You proactively create winning conditions for everyone on your team. You are not like the NBA's Vince Carter, you're more of a Jerome "Junkyard" Dog Williams kind-of person.

COMPETENCIES

- Required: NCCP/World Rugby Coaching Certification
- Demonstrated values of diversity, inclusion, and teamwork
- Ability to motivate others
- Strong work ethic and desire to help others
- 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
- Experience recruiting and/or managing volunteers or corporate groups
- Working Knowledge of Microsoft Office Suite, Google Suite, & WheniWork and social media



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.