

TEAM SUPERVISOR/REGIONAL CAPTAIN



Position: Team Supervisor/Regional Captain
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

Are you in a serious relationship with rugby? We are. As a team supervisor/regional captain for The Community Rugby Program, you will be responsible for the promotion, delivery and execution TIRF's non-contact 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. 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% CHILDREN'S RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF elementary and middle schools
- Support the delivery of the 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 schools, camps, house league) 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



30% COMMUNITY ENGAGEMENT, OUTREACH, & MARKETING

- Develop and implement promotion, outreach, and player registration strategies for the Community Rugby Program
- 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
- Achieve targets for partnership and participant engagement
- Build and maintain necessary relationships to ensure program success
- Identify strategic partnership opportunities and formalize current relationships
- Participate in community meetings, visibility/events, and conferences as needed
- Provide customer service to participants, parents, and community partners
- Create visually appealing material that conforms to TIRF's brand guidelines
- Distribute marketing materials
- Contribute stories/articles to the quarterly newsletter and periodic sponsor updates
- Contribute to social media streams and content
- Create shareable online content around specific themes/campaigns
- Utilize software to design graphics, edit photos, and create collateral
- Document special projects and catalogue files
- Other duties as assigned

30% TEAM SUPERVISION AND DEVELOPMENT

- Schedule, coordinate, and document team meetings and all other key communication
- Coordinate team building activities and identify individual leadership opportunities
- Manage, track, and report staff hours
- Conduct routine inventory management
- 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.



COMPETENCIES

- 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
- First Aid CPR Certification
- NCCP/World Rugby Coaching 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.