

TIRF – Project Coordinator



Position: Project Coordinator

Term: 18 months, 37.5 hours a week

Wage: \$24 per hour | \$900 per week

Location: Toronto Inner-City Rugby Foundation Office (Hybrid Work Model)

Reports to: DEI Coach

Anticipated Start Date: April 14, 2025

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 is 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. Our busiest time of year runs from May to September, and this work is supported through the [Canada Summer Jobs Program](#).

THE ROLE

As **Project Manager** 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 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.

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. You love working, for and building, high-performing teams.

WHAT YOU'LL DO

90% ADMINISTRATIVE SUPPORT & PROGRAM COORDINATION

Canada Summer Job Program

- Schedule and Monitor CSJ staff hours on When I Work platform and in Excel Spreadsheets
- CSJ Applications and Assignments
- Verify Employee Contracts and Paperwork
- Active Collaboration in TIRF Onboarding
- Plan and execute six (6) Pro-D days for CSJ staff
- Collect School and Camp Data (from My Reports)
- Participate in Weekly Senior Team Meetings (Captains)
- Arrange Weekly Community Team Meetings
- Create and Execute Mid-Summer, Post-Summer Evaluation followed by Report
- Save, File and Share Staff Audit Reports
- Interview and Evaluate applicants
- Updating Job Postings (Instagram, Facebook, LinkedIn, outreach)
- Oversee, document and lead Junior Membership and house league communication strategies
- Oversee, coordinate the execution of the Junior Membership program and TIRF's house leagues
- Training, supervision and team building as necessary

Signature Events

- Lead in the organization and planning these three signature events
 - RITS (Rugby in the Square) Organizing Committee (May)
 - Fall 7s (September)
 - Mini Festival (July)

Other

- Provide customer service to participants, parents, and community partner
- Work with Community Rugby Program staff to resolve issues in a responsive, effective manner
- Maintain Social Media presence: create and disseminate content to stakeholders
- Scheduling and bookings for the Community Rugby Program when needed
- Monitor, report, and evaluate rugby and community building initiatives
- Attend Community/Work Fairs
- Support youth leadership framework to integrate Beyond Rugby and Performance Rugby programs
- Research and participate in community meetings, visibility/events, and conferences as needed
- Networking with clients, funders, and partners to ensure quality assurance
- Complete Yearly Membership Report
- Other projects and duties as assigned

10% RUGBY DELIVERY

- Support the delivery of the Rookie Rugby Curriculum to schools/camps/ house leagues (ages 5 to 12)
- Provide additional supports, including program delivery, festivals, and special events
- Other projects and duties as assigned

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 (365), Google Suite, When I Work, Sport Lomo and Canva
- Knowledge and experience with social media platforms
- Strong written and verbal communication skills
- Strong interpersonal 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 managing volunteers
- Aptitude for audio-video creation
- First Aid CPR Certification
- Valid Ontario Driver’s Licence
- Access to a Vehicle
- NCCP/World Rugby Coaching Certification
- HIGH FIVE Certification (PHCD or Sport)
- Proficiency in languages OTHER than Canada’s two official languages

HOW TO APPLY

Complete the [online application](#) and submit your resume and cover letter by the online application **DEADLINE BY MIDNIGHT MARCH 02, 2025**. You can copy and paste this application URL if the link above does not work.

<https://forms.gle/8dsrMc9rbPq8cx87>

ACCEPTANCE

Only those selected for an interview will be contacted.

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