



RUGBY CANADA JOB DESCRIPTION

Title: Team Manager, Womens Age Grade Rugby (U18, U20, U23)

Type of Position: Volunteer, multiple positions available

Location (s): Various/remote work. Travel will be required.

Department: Performance Rugby

Reporting to: Coordinator, Womens High Performance & Managing Director, Performance Rugby

Rugby Canada (RC) is the national sport organization committed to the domestic development and international success of Rugby for Canada.

POSITION EXPECTATIONS

To support Rugby Canada's age grade programs at a National Level, Rugby Canada is looking for motivated individuals who will contribute to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country.

KEY RESPONSIBILITIES

- Work closely with and seeks Head Coache(s) approval on all decisions that affect the team's performance.
- Coordinate all logistical arrangements for player and staff, including: flights, transportation, accommodation, meals, training and recovery venues
- Manage and operate within the budget that is approved by Rugby Canada, while collaborating with the Coordinator, Womens High Performance.
- Create program plans in adherence to Rugby Canada, World Rugby, and tournament protocols.
- Work cooperatively with Rugby Canada coaching, medical and administrative staff
- Provide administrative support where needed to team and program staff
- Lead team scheduling, meetings and communications with the support of team staff
- Must adhere to all Safe Sport Policies and communicate all expected standards of behavior within the team environment.
- Coordinate equipment and kit for specific events, training, and game days.
- Attend to the team needs that are specific to a high-performance environment on a national and international stage.
- Other duties may be assigned as required

REQUIRED SKILLS AND QUALIFICATIONS

- Has 3+ years experience working with Age Grade programs
- Experience in the sport of Rugby

HEAD OFFICE

Victoria Office / Bureau de Victoria
3024 Rue Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250 418 8998
Fax / Téléc: 250 386 3810

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C6
Tel / Tel: 778-379-5770

rugby.ca
info@rugby.ca





- Canadian Safe Sport Training is an asset (will be a requirement to complete in the role)
- Proven ability to develop and implement projects in a fast-paced environment
- Must be an effective communicator with an ability to lead groups
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset
- Ability to provide a Criminal Background Check and Vulnerable Sector Check
- Must be legally entitled to work in Canada
- Valid drivers' licence
- Valid Passport (for any international travel)

PERSONAL ATTRIBUTE AND QUALIFICATIONS

- Ability to work extended hours, evenings, and weekends
- Results-oriented, able to set priorities and deliver consistently to a high professional standard and meet deadlines.
- Exceptional relationship management skills and proven leadership capabilities
- A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization
- Excellent decision making/problem solving skills
- Confident in leading group travel experiences
- Strong organizational skills, time management and attention to detail
- Exceptional presentation, verbal and written communications skills
- Ability to learn quickly and adapt new skills
- Ability to thrive in a fast-paced and ever-changing work environment

APPLICATIONS

Interested candidates are invited to submit a resumé and cover letter to the attention of Kristy Martin Hale at: jobs@rugby.ca

Only those candidates selected for an interview will be contacted.

The deadline for applications to be received is 5:00pm PT on Thursday, June 30th.

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