



RUGBY CANADA JOB DESCRIPTION

Title: Coordinator, National Teams Operations
Type of Position: Full Time / Salary
Location: Langford British Columbia
Functional Area: High Performance
Reporting to: Manager, High Performance Rugby Programs

Rugby Canada is the national sport organization for rugby union committed to delivering life- long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country. Our organizational values include integrity, passion, solidarity, discipline, and respect.

POSITION DESCRIPTION

Based in Langford, Canada, the Coordinator, National Teams Operations is responsible for the day-to-day administration of centralized and decentralized players and team tour activities. The successful candidate will work alongside multiple performance staff and will be an integral part of Rugby Canada's high-performance daily planning.

RESPONSIBILITIES

- Weekly communication of team schedules and all relevant operational details to players and staff.
- Book and organizing training fields and facilities in conjunction with program management.
- Administer all Sport Canada athlete assistance program documentation in conjunction with program managers.
- Support senior management with Rugby Canada Player Athlete Agreements.
- Book all team ground transport as requested by team management.
- Monitor daily anti-doping requirements and whereabouts for all centralized programs.
- Support players, and staff with the daily use of The Sports Office (TSO) data management system.
- Administer athlete daily wellness surveys in conjunction with lead therapists.
- Support all lead medical staff with daily administration of medical records.
- Administer player meal cards as directed by program management.
- Support all tour planning and packing in conjunction national team managers.
- Manage all technical equipment needs for the centralized daily training environment (DTE)
- Manage and distribute all team kit for tours and the DTE for national team programs as directed by team management.
- Provide administrative support to the RBC Training Ground Talent Identification Program
- Administer HP program day-to-day medical insurance claims in conjunction with the lead therapists and team managers.
- Administer the registration of all players and staff in the Rugby Canada Sportslomo registration system.
- Support Head coaching staff with tournament preparations as requested.
- Other duties as requested by senior management.

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 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 / Tél: 778-379-5770

rugby.ca
contact@rugby.ca





REQUIRED SKILLS & QUALIFICATIONS

- Excellent computer literacy skills.
- Sport Canada Safe Sport Training
- The successful candidate must be able to provide a clear Vulnerable Sector Search

PERSONAL ATTRIBUTE AND COMPETENCIES

- Strong attention to detail
- Willingness to be flexible regarding work schedules and working longer hours to ensure success of all programs at critical times
- Ability to set clear priorities and deadlines
- Desire to be part of a team
- Strong organization skills with the ability to handle and prioritize multiple projects
- Enthusiasm and passion for growing the sport of rugby
- Cooperative working relationships with all associated individuals
- Self-starter with plenty of initiative & ability to build strong professional relationships

Interested candidates are invited to submit a resumé and cover letter to jobs@rugby.ca. Only those candidates selected for an interview will be contacted.

The deadline for applications to be received is 11:00pm PT on Monday, December 12th, 2022.

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 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 / Tél: 778-379-5770

rugby.ca
contact@rugby.ca

