



RUGBY CANADA JOB DESCRIPTION

Title: Women and Girls Rugby Project Coordinator

Type of Position: *Full-Time Employee*

Location: Remote

Department: Rugby Development

Reporting to: Rugby Development Manager

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.

Canada Sevens, a division of Rugby Canada, is responsible for the planning and execution of the HSBC Canada Sevens and HSBC Canada Women's Sevens events.

Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

POSITION DESCRIPTION

The Women and Girls Rugby Project Coordinator will cultivate girls' rugby through the active delivery of the girl's rugby program in schools, clubs, and the community. The Women and Girls Rugby Project Coordinator will work with the Rugby Development Manager to build resources for a girls' rugby program to be implemented across the country through the national Rugby Development Officer network. The Women and Girls Rugby Project Coordinator will ensure that there is visibility of girls' rugby at targeted national events through activations and other promotions.

RESPONSIBILITIES

- In partnership with targeted member provincial unions support schools, clubs and community organizations in the development and delivery of girls rugby
- Deliver blocks of girls' rugby in elementary schools and high schools
- Develop girls' rugby program resources for national implementation
- Coordinate implementation of a girls' rugby program through the national rugby development officer network supported by the Rugby Development Manager
- Coordinate equipment and clothing for a girls' rugby program
- Coordinate activations at national events (i.e. women's 15s half time activations)
- Source good news stories which amplify girls' rugby and collaborate with the Rugby Canada marketing department supported by the Rugby Development Manager
- Report on delivery objectives for commercial partners and key stakeholders as required
- Other duties may be assigned as required (i.e. deliver HSBC Rookie Rugby or HSBC Rugby Counts)

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250-483-1202

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

- *College diploma in the sports industry considered an asset or relevant experience*
- *Comfortable and confident to deliver rugby in schools, clubs, and community organizations*
- *NCCP Community Initiation (World Rugby Level 1) or equivalent*
- *NCCP Core Training considered an asset*
- *World Rugby Educator Training considered an asset*
- *Safe Sport Training or equivalent*
- *Experience in the sport of rugby*
- *Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)*
- *Bilingual in English and French considered an asset*
- *Must be legally entitled to work in Canada when applying and indicate this in cover letter*

PERSONAL ATTRIBUTE QUALIFICATIONS

- *Results-oriented, able to set priorities and deliver consistently to a high professional standard*
- *Exceptional relationship skills*
- *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*
- *Strong organizational skills, time management and attention to detail*
- *Exceptional 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*

Closing date is: **Monday March 28, 2022**

Please forward your cover letter and resume to:

Ryan Jones, Rugby Development Manager

Email: jobs@rugby.ca

Only those selected for an interview will be contacted.

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