



Rookie Rugby Manager Job Posting – Accepting Applications until January 10th, 2019

Full time 40 hours/ week, travel required

Please email resume and cover letter to laingcatherine@hotmail.com

The Alberta Junior Rugby Association is committed to the growth of Junior Rugby in Alberta. The Rookie Rugby Manager (RRM) will be responsible for the promotion, organization, and facilitation of AJRA and Rugby Alberta (RA) led Rookie Rugby events and programs throughout the province of Alberta. The RRM will work in partnership with the AJRA zone representatives and will report directly to the AJRA President. The Rookie Rugby Manager must be flexible to work evenings and weekends as needed.

Primary Responsibilities:

- Work with AJRA Board and Staff to create operational and strategic plans for Rookie Rugby in Alberta.
- Work with sub-unions and clubs for planning and facilitating Rookie Rugby activities around Alberta.
- Assist in the planning and organization of all Rookie Rugby events, including Try Rookie Rugby events, school programs and outreach, P.E. Day booths, and Rookie Rugby Instructor Trainings.
- Facilitate partnerships with schools and community organizations for establishing Rookie Rugby programs.
- Train and educate a workforce of Rookie Rugby Educators within each zone for delivery of Instructor Trainings throughout the province.
- Apply for, manage, and report on the Canada Summer Jobs application and program, including the management of all students hired within the program.
- Support various sub-unions with obtaining local sponsorship for Rookie Rugby activity.
- Establish a system for club Rookie Rugby activity including the phasing of training and education, as well as other support to all clubs within Alberta over a three-year period. This to include work with existing clubs to obtain their support for establishing youth rugby teams and programs, as well as establishing good relationships and providing support for club-driven youth activity.
- Track all Rookie Rugby activity through the Rookie Rugby website at www.rookierugby.ca.
- Contribute to social media and communications through the establishment of a communications strategy and promoting Rookie Rugby activity including pictures, video, articles, etc.
- Utilize Rookie Rugby as a tool for targeted groups to raise participation numbers and impact.
- Work with Rugby Canada staff to ensure proper planning and reporting of Rookie Rugby is accomplished consistently and timely.
- Provide timely, monthly reports to AJRA President and be willing to present on results at various meetings.

Education and Qualifications:

- Business Administration Diploma or equivalent qualification preferred
- At least 3 years in a management role, overseeing other staff and/or volunteers
- Excellent written and oral communication skills
- Ability to work independently and as part of a team
- Strong leadership skills and is able to manage a small team of both staff members and volunteers
- Experience working with coaches and/or teachers
- Coaching experience, particularly with young children (ages 4-15), would be considered an asset
- Sales experience and customer service experience preferred
- Class 5 driving license and reliable vehicle
- Police Record and Vulnerable Sector Check
- Is already a Rookie Rugby Educator or is willing to complete the necessary courses to become a Rookie Rugby Educator