



## RUGBY CANADA JOB DESCRIPTION

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**Title:** Program Director – National Training Centers

**Type of Position:** Full Time/ Salary

**Location:** Langford, BC or Remote

**Reporting to:** High Performance Director

**Salary:** Starting at \$100,000 CAD based on experience

**Rugby Canada** is the national sport organization committed to the domestic development and international success of rugby for Canada.

### POSITION DESCRIPTION

Rugby Canada is embarking on a unique initiative to establish training centres of excellence in partnership with appropriate stakeholders to accelerate and develop players in the Development/Confirmation stage of the Rugby Canada pathway. The initial focus will be on player development, progressing to include competitive fixtures to test the effectiveness of the development programs. This initiative will expand to 2 and potentially more centres across Canada, ensuring a deliberate and vital component of high performance for Rugby Canada.

This senior managerial position will perform a critical technical leadership role for the centres and will be responsible for the delivery and management of this unique initiative. The successful candidate will also need to integrate with other programs and leaders in the Rugby Canada High Performance Pathway and ensure alignment to the National Technical Blueprint.

### RESPONSIBILITIES:

#### Establishing and maintaining working relationships and partnerships:

- Forge collaborative partnerships within the community and strategically identify optimal locations for the Centers of Excellence
- Strategically build partnerships with universities, host cities, USPORTS and various stakeholders, fostering collaborative relationships to drive mutual success and growth
- Grow Internal connections with national Senior coaches, development coaches, finance and administration staff and operations and game development staff

#### Program operations:

- Ensure the financial and operational viability of our Centers of Excellence, by building a foundation that ensures sustained excellence in alignment with project objectives.

### 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





- Lead the decision-making process for center locations and formulate a systematic approach to determine center assignments
- Lead the strategic appointment of staff and coaches,
- Implementation, monitoring and reporting of program development and outcomes
- Player recruitment and retention
- Talent identification for National Teams

#### Administration

- Lead the establishment of the Centers of Excellence by developing robust frameworks, protocols, and systems
- Develop and oversee program budgets
- Oversee the day-to-day management of program staff and operations
- Liaise internally on travel requirements, capital investments and partnership agreements

#### Program Development

- Advise on and lead development for match participation and/or competition structures
- Identifying and capitalizing on opportunities to advance and expand programming, including the creation of new partnerships
- Ensure on-going alignment between the programs and the Rugby Canada pathway/technical blueprint
- Creation and maintenance of program policies and procedures in accordance with Rugby Canada, World Rugby and Sport Canada

#### QUALIFICATIONS & EXPERIENCE

- 5+ years of rugby technical experience (playing, coaching, leadership)
- In-depth rugby technical knowledge and game understanding
- Ability to analyze High Performance programs on both the individual and team levels
- Integrated knowledge and understanding of athlete support services including strength & conditioning, mental preparation, medical support, nutrition and lifestyle
- Experience and demonstrable success in dealing with budgets and project planning/organization
- Ability to work collaboratively and utilize interpersonal skills to establish strong working relationships with colleagues and stakeholders.
- Experience in a fast-paced environment and capable of moving seamlessly between strategic and operational levels of activity

#### COMPETENCIES (KEY SKILLS & PERSONAL ATTRIBUTES)

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- Ability to work autonomously and under pressure
- Results-oriented and competitive - able to set priorities and deliver consistently to a high standard.
- A positive and motivating leader with an outgoing personality - collaborative, resilient, and diplomatic
- Excellent decision making and problem-solving skills
- Exceptional organizational skills, time management and attention to detail
- Exceptional verbal and written communication and presentation skills
- Bilingual in English and French considered an asset

### How to Apply

Interested candidates are invited to submit a resumé and cover letter to [jobs@rugby.ca](mailto: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 January 22, 2024.

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