



INTERN – COMPETITIONS & NATIONAL PROGRAMS

- Positions Available:** One (1) position – September 2nd to December 19th, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Langford, BC – Canadian Rugby Centre of Excellence
- Reports to:** Manager, Competitions & Team Services

The Competitions & National Programs Intern will be provided with an opportunity to be mentored by and learn from the Manager, Competitions & Team Services in planning, organizing and executing all logistics for events, as well as game day operations for each tournament in the 2014 Competitions Calendar. The Competitions & National Programs Intern will also have the opportunity to learn from our National Programs, Referee Development & Coach Development staff through exposure to various other projects and tasks.

Please note that this position may require flexible availability to meet the needs of activities taking place during some evenings and weekends throughout the term of the internship. Some of the tasks will be focused on providing a professional learning experience in sport administration, while other tasks will be operational and require you to accompany staff and travel off site (such as to a rugby venue).

Learning outcomes may include, but are not limited to:

Competition Services

- Source and manage event equipment and signage
- Assist with creation of volunteer recruitment and training programs
- Prepare volunteer packages
- Assist in the preparation and delivery of promotional initiatives
- Assist with planning and execution of legacy events, fundraising events and other ancillary events, as required.

Competition Operations

- Venue set up and tear down
- Dress the field and surrounding areas – signage, scoreboards, flags, tents, tables, etc.
- Assist in managing all volunteers (orientation, job assignment, game day monitoring, recognition)
- Assist with the management of all pre/post game and half time activations
- Assist with preparation and set up of the post event functions (awards presentations, banquet, reception, etc.)
- Assist in managing teams on game day, ensuring teams are where they need to be at all times.
- Assist with timing management to keep all activities and the game(s) on schedule according to the event run sheet.

Competition Administration

- Complete an event wrap up report outlining “the good, the bad and the ugly”; suggest possible ways for improvement.
- Re-inventory any merchandise, signage and equipment as required
- Conduct research

Coach and Referee Training & Education

- Assist in managing online coaching & match official programs
- Assist in managing online coaching and match official databases
- Assist in coordination (planning and delivery) of youth events
- Assist in coordination (planning and delivery) of training & education events

National Programs

- Assist both Men’s and Women’s program managers with day-to-day programs and projects as required
- Under the supervision of a staff member, research documents and gather data required by Rugby Canada for Sport Canada and IRB grant submissions

All other duties as required

GUIDELINES FOR APPLICANTS

Position Details

- The position will offer professional development for an individual seeking a career in the sport management or sport planning and development domain.
- There will be times when the role may include opportunities to travel for additional learning experiences.
- This is definitely not a “nine to five” role. As noted above, evening and weekend expectations will arise but there is an opportunity for flexibility in the time demands of the position to coincide with academic requirements and / or other regular commitments.
- There will be times when additional experience in other departments may be earned as some other staff may call all upon the appointed person to support other duties as required.

Selection Criteria

- Due to the nature of the position dealing specifically with the demands of Rugby planning and development, some knowledge of the sport is considered a valuable asset.
- Demonstrated evidence of an ability to work independently without supervision but in accordance with documented policy and procedure guidelines.
- A record of working as a team member, as well as a history of performing in situations that require self-leadership and initiative.
- Computer literacy especially with spreadsheets, word processing and power point presentations and the ability to operate other software programs as necessary.
- Displays excellent time management and workplace co-operation skills.

To be considered for this position, all applicants must be currently enrolled in a degree / diploma program in a relevant field of study at a university / college institution or vocational school during the term of the internship.

All applicants should have a valid driver's license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.

To Apply

Please send your resume and cover letter not later than **July 30th, 2014** to:

Human Resources

Email: tsilverthorn@rugbycanada.ca

Fax: 250 386 3810

SUBJECT: Competitions & National Programs Intern Application