



**INTERN – OPERATIONS & MEMBER RELATIONS  
(Operations Department)**

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- Positions Available:** One (1) position – September 2<sup>nd</sup> to December 19<sup>th</sup>, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Chief Operating Officer (COO)

The Operations & Member Relations Intern will be provided with an opportunity to be mentored by and learn from the Chief Operating Officer and Member Relations staff in the general administration of the National Sport Organization and in delivering programs for national registration, insurance and stakeholder engagement. The Operations & Member Relations Intern will also have the opportunity to experience management practices through exposure to various other projects and tasks with members of the Senior Leadership Team, including the CEO.

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.

**Learning outcomes may include, but are not limited to:**

- Shadow the senior management to gain experience in the general administration of the Toronto and Victoria offices under the direction of the COO and/or CEO (including facility management, supplier relationships/contracts, information technology infrastructure, etc.)
- Assist in the coordination of the logistical and administrative planning and operation of major meetings and other special events, including Board and Staff meetings
- Provide support in the area of Member Relations, particularly assisting with the day-to-day management of the National Registration and Insurance programs
- Assist in preparing meeting reports and agenda papers, maintaining minutes and managing action statements that are generated by the COO, CEO or Board of Directors.
- Assisting the COO and the CEO with specific projects.
- Manage ongoing Action Items delegated by Senior Management.
- Provide day-to-day administration of the internal Rugby Canada communications system
- Assist in maintaining relationships with office vendors and suppliers

## GUIDELINES FOR APPLICANTS

### *Position Details*

- The position will offer professional development for an individual seeking a career in the sport management or administration 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 National Sport Organization management, some knowledge of the sport landscape 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 30<sup>th</sup>, 2014** to:

#### **Human Resources**

**Email:** [humanresources@rugbycanada.ca](mailto:humanresources@rugbycanada.ca)

**Fax:** 905 707 9707

**SUBJECT:       Operations & Member Relations Intern Application**