



## **INTERN – NATIONAL PROGRAMS ASSISTANT** **(Rugby Department)**

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<b>Positions Available:</b>	<b>Two (2) position – January 4<sup>th</sup> to April 29<sup>th</sup>, 2015</b>
<b>Compensation:</b>	<b>Performance based honorarium awarded at end of internship term</b>
<b>Location:</b>	<b>Langford, BC – Canadian Rugby Centre of Excellence</b>
<b>Reports to:</b>	<b>Manager, Centre of Excellence Operations</b>

The National Programs Assistant (Intern) will be provided with an opportunity to be mentored by and learn from the management staff of the various National Programs and high performance teams. The National Programs Assistant will have the opportunity to learn from our National Program staff in various areas of team administration and logistics management.

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:**

- Assist both Men's and Women's program managers with day--to--day programs and projects as required.
- Assist in the preparation of the 2015 centralization at the Canadian Rugby Center of Excellence.
- Assist the staff in planning and delivering development programs for coaches and referees.
- Assist the staff in planning and delivering youth clinics, coach's workshops and referee accreditation programs.
- Support general administrative tasks, including word processing and data collection, data analysis and data management.
- Under the supervision of a staff member, research documents and gather data required by Rugby Canada for Sport Canada and World Rugby grant submissions
- Provide logistical support to referee and coach development travel plans (flight & accommodation bookings).
- Assist with website management on issues associated with Rugby Development programs.
- Perform logistical tasks associated with the execution of Rugby Canada's Event Calendar.
- Office reception duties and maintenance of stationery supplies.
- All other duties as required.

### **RUGBY CANADA**

**Toronto Office / Bureau de Toronto**  
30 Rue East Beaver Creek Road, Suite 110  
Richmond Hill, ON CANADA L4B 1J2  
Tel / Tél : 905 707 8998  
Fax / Téléc : 905 707 9707

**Victoria Office / Bureau de Victoria**  
3024 Rue Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél : 250 418 8998  
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[rugbycanada.ca](http://rugbycanada.ca)  
[info@rugbycanada.ca](mailto:info@rugbycanada.ca)

Canada





## Guidelines for Applicants

### Position Details

- The position will offer professional development for an individual seeking a career in the sport management or sport 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 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 and it is advised to have a current passport. 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 **Friday November 27<sup>th</sup>, 2015** to:

### Human Resources

Email: [humanresources@rugbycanada.ca](mailto:humanresources@rugbycanada.ca)  
Fax: 905 707 9707  
**SUBJECT: National Programs Assistant Application**

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