



## INTERN – NATIONAL TEAM KIT & EQUIPMENT (Merchandise Department)

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<b>Position Available:</b>	<b>One (1) position – January 4<sup>th</sup> to April 29<sup>th</sup>, 2016</b>
<b>Compensation:</b>	<b>Performance based honorarium awarded at end of internship term</b>
<b>Location:</b>	<b>Richmond Hill, ON</b>
<b>Reports to:</b>	<b>Director, Marketing, Communications and Merchandising</b>

The National Team Kit & Equipment Intern will be provided with an opportunity to be mentored by and learn from the Director, Marketing Communications & Merchandising in delivering National Team kit, which is integral to Rugby Canada's National Team Programs. The National Team Kit & Equipment Intern will also have the opportunity to learn from other Commercial Department 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:**

#### ***National Team Kit & Equipment***

- Liaise with the National Team Managers and Manager of Merchandise & Equipment to organize the team kit for all national teams in accordance with all policies and procedural expectations.
- Create timetable for national programs for kit ordering, fulfillment and return reconciliation.
- To assist in organizing of the following;
  - Ordering of Team Kit & Equipment by liaising with supplier representatives,
  - Branding of Team kit ensuring that garments meet governing body branding regulations,
  - Receipt inventory management of all Team Kit and Equipment.
  - Ensure timely preparation (pick and pack) and delivery of all kit orders.

### **GUIDELINES FOR APPLICANTS**

#### ***Position Details***

- The position will offer professional development for an individual seeking a career in the sport marketing, merchandising and / or retail 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.

#### **RUGBY CANADA**

**Toronto Office / Bureau de Toronto**  
30 Rue East Beaver Creek Road, Suite 110  
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Canada



rugbycanada.ca  
info@rugbycanada.ca



- 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 merchandise / retail, some knowledge of the sport and/or retail 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 Friday November 27<sup>th</sup>, 2015 to:

### **Human Resources**

Email: [humanresources@rugbycanada.ca](mailto:humanresources@rugbycanada.ca)  
Fax: 905 707 9707  
**SUBJECT: National Team Kit & Equipment Intern Application**

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