



INTERN – TRAINING & EDUCATION ASSISTANT (Rugby Department)

Position Available:	One (1) position – January 4th to April 29th, 2016
Compensation:	Performance based honorarium awarded at end of internship term
Location:	Richmond Hill, ON
Reports to:	Manager, Community Coach Development

The Training & Education Assistant (Intern) will be provided with an opportunity to be mentored by the manager, community coach development and manager, match officials. The Training & Education Assistant will have the opportunity to learn from our various departments the four streams of rugby (coaching, match officiating, strength & conditioning and medical).

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 workshop or coaching session).

Learning outcomes may include, but are not limited to:

- Maintain and review the 2016 Training & Education calendar, ensuring that all relevant documentation has been received and filed.
- Provide support for the rugby community in relation to queries regarding Training & Education.
- Provide administrative support for Rugby Canada's Rookie Rugby program.
- Ensuring that all workshops in the training & Education 2016 calendar are staffed sufficiently and promoted.
- 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 Training & Education 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
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3024 Rue Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél : 250 418 8998
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Canada



rugbycanada.ca
info@rugbycanada.ca



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 27th, 2015 to:

Human Resources

Email: humanresources@rugbycanada.ca
Fax: 905 707 9707
SUBJECT: TRAINING & EDUCATION ASSISTANT

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