



RUGBY ONTARIO JOB DESCRIPTION

Position Title: Manager, Rugby Development

Position Term: Permanent, Full Time

Reports To: Chief Executive Officer

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of rugby in Ontario?

Rugby Ontario is the Provincial Sport Organization (PSO) for rugby in Ontario. The story of rugby in Ontario is one of evolution. We are not the same organization we were a decade ago. We are not even the same organization we were two years ago. To help shape this constant evolution, we set out to reflect upon, and better understand, the challenges and needs of our membership. Our mission is to lead, support, and promote Rugby for All from our communities to clubs to province. Working with our member clubs and branches we are looking to make rugby one of the most appealing, accessible and inclusive sporting activities available today.

Rugby Ontario is actively searching for talented and ambitious individuals who are passionate about the field of sport management, want to apply their knowledge and experience, and support a vision of Rugby for All.

Position Summary:

Rugby Ontario is inviting applications for the position of Manager, Rugby Development.

Working closely with Rugby Ontario Senior Management, the Manager, Rugby Development will lead the participation initiatives for Rugby Ontario to meet the long-term objectives of increasing the number of people playing the sport of rugby at the grassroots level, supporting club development and player welfare, and expanding technical leadership capacity for coaches and match officials. A focus of this role will be to execute and continue building current participation programs, while continuing to establish safe, inclusive and gender-equitable initiatives for long-term growth. Seeking and building relationships and awareness of rugby in the greater community will be integral in achieving the organization's operational goals.

The Manager, Rugby Development will lead staff in the planning and execution of the Key Initiatives necessary to achieve the organization's long-term goals. Working closely with the Senior Management, the Manager, Rugby Development will focus on strategies that focus on delivering key parts of Rugby Ontario's new Strategic Plan 2022-2025. The Manager, Rugby Development will work in collaboration with key stakeholders including but not limited to Rugby Canada staff, member clubs and branches, Provincial Union staff and the broader Rugby community.

*Rugby Ontario
Abilities Centre
55 Gordon Street,
Whitby ON L1N 0J2
Tel: 647 560 4790*



www.rugbyontario.com



Primary Duties and Responsibilities:

The employee shall undertake such duties as directed by the Chief Executive Officer, or any other employee as designated by the Chief Executive Officer, including but not limited to:

Support the Club Community:

- Work collaboratively with member clubs and branches, Rugby Ontario staff and committees to develop strategies that strengthen and support the club community and participation for all.
- Promote and grow participation by increasing the visibility of community rugby across Ontario through increased and formalized collaboration and best-practice sharing among clubs.
- Lead Rugby Ontario's commitment to strategies that safeguard the health and safety of all participants, including player welfare (e.g. Rowan's Law, Safe Sport), policy and procedure.
- Manage the creation of a strategic and sustainable development network to build and foster relationships with clubs, educational institutions and community groups (e.g. Rugby Development Officer; Canada Summer Jobs Community Rugby Interns, etc.).
- In conjunction with Rugby Canada and the relevant Rugby Ontario staff, support technical leadership capacity building in relation to coach and match official education, training, recruitment and retention.
- Assist the regional branches in the planning and delivery of professional development opportunities for club stakeholders focused on rugby development.
- Manage the execution of the Rookie Rugby program in Ontario by supporting clubs and prospective organizations with program implementation, resources and training.
- With the support of relevant Rugby Ontario staff, manage the delivery of Rugby Ontario's grassroots and community rugby development programs and events, including but not limited to Rookie Rugby, Minor Festival(s) and Mixed Ability Rugby.
- Work closely with Rugby Ontario's communications and marketing staff to leverage major rugby and sporting events to grow and develop community rugby across the province.

Build Belonging:

- Support the Development and Community Rugby portfolio's commitment to ensuring inclusivity, diversity, equity and accessibility for participants in a safe sport environment for all – coaches, match officials, players and volunteers.
- Work closely with relevant Rugby Ontario / Rugby Canada staff and club stakeholders to plan and deliver participation initiatives aimed at eliminating barriers to participation.
- Continually monitor the current rugby landscape and design, pilot and launch new rugby initiatives, particularly focused on enabling life-long rugby involvement and increasing participation from under-represented and equity-deserving communities.

Other duties as assigned by the Chief Executive Officer.

Desired Experience and Qualifications:

- A post-secondary level of education in a related field of study (i.e. Sports Management, Recreation, Event Planning/Management, Community Development)



- 3-5 years of relevant experience working in a sport organization or program, and preference given to those demonstrating experience working in sport development, participation program design/delivery and working with volunteers
- Demonstrated high level project management skills, including an ability to analyze, plan, monitor, evaluate and prioritize
- Strong leadership, organizational and communication skills, including the ability to manage staff and volunteers
- Exceptional planning, analytical and reporting/presentation skills
- Self-directed and results oriented with the ability to multi-task and problem solve
- Proficient computer skills using both Mac and PC, and Microsoft Office
- Knowledge of Rugby Ontario and the Ontario rugby community is an asset but not essential
- Ability to work within a flexible schedule and in a remote work environment setting
- Demonstrated strong values and ethics, in accordance with Rugby Ontario's organizational values (and other Rugby Ontario policies), through personal and professional behaviours
- Current, clear criminal record check for the vulnerable sector required

The nature and scope of this position may from time to time require, particularly between the months of May to October, the need for work to be scheduled outside regular business hours, including evenings and weekends.

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.

Position Information:

Compensation Package:

Salary will be commensurate with experience and will include enrolment in the company benefits program.

Location/Provincial Office:

The position will be working remotely until further notice.

Address: Abilities Centre, 55 Gordon St, Whitby ON L1N 0J2

To Apply:

Please forward your cover letter and resume as one attachment via email **by 5:00pm ET on Friday, May 20, 2022** to Rugby Ontario Human Resources at humanresources@rugbyontario.com citing the position title in the subject line.

Rugby Ontario is an Equal Opportunity Employer. Hiring and other employment decisions at Rugby Ontario are made without regard to race, colour, religion, sex, ancestry, national origin, ethnic origin, age, disability, citizenship, veteran status, sexual orientation, marital status, family status, or any other characteristic protected by federal, provincial, or local law, regulation, or ordinance.

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