



## COMMUNITY RUGBY AND EVENTS INTERN

**Position Title:** Community Rugby and Events Intern

**Location:** Hybrid (Remote & In-person); Assigned to Rugby Ontario

**Type of Position:** Term Contract (July 18<sup>th</sup>- August 31<sup>st</sup>, 2022)

**Wage:** Ontario Minimum wage (\$15.00/hour)

**Supervisor:** Coach Development & Community Rugby Coordinator and Competitions & Events Manager

### About Rugby Ontario:

Rugby Ontario is the Provincial Sport Organization (PSO) for rugby in Ontario. Our mission is to lead, support, and promote Rugby for All from our communities to clubs to province. Working with our member clubs we are looking to make rugby one of the most appealing, accessible and inclusive sporting activities available today.

### Job Description:

Rugby Ontario is looking to bring on motivated and energetic individuals who are looking to develop their skills and experience in the sport field. In your role as a Community Rugby and Events Intern, you will be responsible for supporting the Coach Development & Community Rugby Coordinator and the Competitions & Events Manager organize and deliver Rugby Ontario's year end events and other tasks as required. Strong communication and inter-personal skills will be important as you will be interacting with individuals in your community of all ages, backgrounds, and experiences.

### Eligibility:

To be eligible for employment the individual must:

- be between 15 and 25 years of age at the start of the employment and currently enrolled in secondary, or post-secondary school.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- be living in Ontario for the duration of the hire.

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



[www.rugbyontario.com](http://www.rugbyontario.com)



## What You Will Do:

### Events

- Support the Coach Development & Community Rugby Coordinator and Events & Competitions Manager plan and deliver year end rugby events including the Rugby Ontario Minor Festival, and Junior Cup Day and OWL Cup Day/U14 Wrap Up Day
  - OWL Cup Day/U14 Wrap Up Day – August 20<sup>th</sup>: Fletcher’s Fields, Markham
  - Rugby Ontario Minor Festival – August 21<sup>st</sup>: Victoria Fields, Whitby
  - Junior Cup Day – August 27<sup>th</sup>: Fletcher’s Fields, Markham
- Support the planning of the second ever All In Rugby Cup, Canada’s Mixed Ability Rugby Tournament

### Community Engagement

- Act as a Rugby Ontario representative to engage and develop relationships with local community organizations to help with sponsorships and promote rugby programming
- Support local rugby club’s promotion of rugby events (e.g., Come & Try events, Rookie Rugby tournaments, etc.)

### Administration Support

- Provide administration support to the Coach Development & Community Rugby Coordinator and Events & Competitions Manager including the creation of tools to support the delivery of Community Rugby programming and tracking of team sheets

## Who You Are?

You are a motivated and energetic individual between the ages of 15 to 30 years old looking to further your knowledge and skills in Recreation and Sport management, Education, Event Planning and Management, Non-profit/Community Development, Volunteers Management. You enjoy working with people of all ages, backgrounds and life experiences. You are able to act professionally in different work settings and are interested in supporting the growth of Rugby in Ontario.

As this job may require remote work, you must have access to a laptop or desktop computer.



### Knowledge and Skills:

- Self-starter
- Enjoys working with people
- Able to work both independently and with a team
- Excellent written and verbal communication skills
- Current understanding of the game of rugby
- Strong leadership and organizational skills
- Computer aptitudes
- Ability and willingness to work evenings and weekends as required
- Driver's license considered an asset

Please note all employees will need to submit proof of student enrolment and a Police Record Check and/or Vulnerable Sector Screen (if applicable).

### How to Apply

Complete the [application form](#) and submit your resume and cover letter as one document.

- Click "Rugby Ontario (Whitby)" as part of question 8 on the application form

Please contact Katherine Gibbins at [kgibbins@rugbyontario.com](mailto:kgibbins@rugbyontario.com) if you have any questions about the application.

**Only those selected for interviews will be contacted.**

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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