



## INTERN – COMPETITIONS & NATIONAL PROGRAMS

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- Positions Available:** One (1) position – May 1<sup>st</sup> to August 31<sup>st</sup>, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Langford, BC – Canadian Rugby Centre of Excellence
- Reports to:** Manager, Competitions & Team Services,  
Manager, Centre of Excellence Operations

The Competitions & National Programs Intern will be responsible for assisting the Manager, Competitions & Team Services in planning, organizing and executing all logistics for the event and ancillary events, as well as game day operations for each tournament in the 2014 Competitions Calendar. The Competitions & National Programs Intern will also be asked to perform duties for our National Programs, Referee Development & Coach Development staff.

Please note that this position will require you to work some evenings and weekends throughout the term of the internship, and you will work longer hours leading up to and on event days. Some of the tasks will be administrative in nature, while other tasks will be operational and require you to travel off site (such as to a rugby pitch).

### **Responsibilities and Tasks may include, but are not limited to:**

#### ***Competition Services***

- Source and manage event equipment and signage
- Assist with creation of volunteer recruitment and training program
- Prepare volunteer packages
- Assist in the preparation and delivery of promotional initiatives
- Sourcing out various vendors/suppliers
- Assist with planning and execution of legacy events, fundraising events and other ancillary events, as required.

#### ***Competition Operations***

- Venue set up and tear down
- Dress the field and surrounding areas – signage, scoreboards, flags, tents, tables, etc.
- Manage all volunteers (orientation, job assignment, game day monitoring, recognition)
- Assist with the management of all pre/post game and half time activations
- Assist with preparation and set up of the post event functions (awards presentations, banquet, reception, etc.)
- Manage teams on game day, ensuring teams are where they need to be at all times.
- Assist with timing management to keep all activities and the game(s) on schedule according to the event run sheet.

**Competition Administration**

- Complete an event wrap up report outlining “the good, the bad and the ugly”; suggest possible ways for improvement.
- Re-inventory any merchandise, signage and equipment as required
- Prepare shipments via Canada Post and/or FedEx
- Conduct research
- Fax, file and copy

**Coach and Referee Training & Education**

- Manage online coaching & match official programs
- Manage online coaching and match official databases
- Assist in coordination (planning and delivery) of youth events
- Assist in coordination (planning and delivery) of training & education events

**National Programs**

- Assist both Men’s and Women’s program managers with day-to-day programs and projects as required
- Under the supervision of a staff member, research documents and gather data required by Rugby Canada for Sport Canada and IRB grant submissions

**All other duties as required**

**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 **March 7<sup>th</sup>, 2014** to:

**Human Resources**

**Email:** [tsilverthorn@rugbycanada.ca](mailto:tsilverthorn@rugbycanada.ca)

**Fax:** 250 386 3810

**SUBJECT:       Competitions & National Programs Intern Application**