



**INTERN – MERCHANDISE & NATIONAL TEAM EQUIPMENT
(Merchandise Department)**

- Position Available:** One (1) position – May 1st to August 29th, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Manager, Merchandise & Equipment

Please note that this position is for a seasonal internship only and is based from the Richmond Hill office of Rugby Canada. The appointed individual must be able to display an ability to work during periods of extended hours including evenings and weekends.

Some of the tasks assigned to the appointed individual will be administrative in nature and will need to be completed in the office, while other tasks may require travel off site and extended travel to other locations in Canada.

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

National Team Kit & Equipment

To work co-operatively under the direction of the Manager, Merchandise & Equipment to help organize the inventory with respect to allocated team kit and equipment and the processing and distribution of that kit & equipment.

- To assist in the preparation (pick and pack) and delivery of all kit orders for National Teams Programs as required.
- Liaise with the National Team Managers and Manager of Merchandise & Equipment for timely order placement and submission of kit and equipment needs for all active teams.

Merchandise Event Sales

To work co-operatively under the direction of the Manager, Merchandise & Equipment to maintain a successful online and retail sales department.

- Assist in the ordering and receipt of all retail products from suppliers, to be sold on the online store and at Rugby Canada events.
- Ensure timely preparation (pick and pack) and delivery of all Rugby Canada Online Store purchases

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 **March 7th, 2014** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Merchandise & Equipment Intern Application