



**INTERN – NATIONAL PROGRAMS ASSISTANT
(Rugby Department)**

- Positions Available:** One (1) positions – May 1st to August 29th, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Langford, BC – Canadian Rugby Centre of Excellence
- Reports to:** Manager, Centre of Excellence Operations

Please note that this position is for a seasonal internship only and is based from the Langford, BC 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:

- Assist both Men's and Women's program managers with day-to-day programs and projects as required.
- Assist in the preparation of the 2014 centralization at the Canadian Rugby Center of Excellence.
- 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 IRB 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 Event Calendar.
- Office reception duties and maintenance of stationery supplies.
- Additional tasks as required.

Position Details

- The position is based out of Rugby Canada's Langford, British Columbia, office.

- The position will offer professional development for an individual seeking a career in the sport management or sport planning and development domain.
- There will be times when the role may require travel.
- This is definitely not a “nine to five” role. Evening and weekend expectations will arise but there is an opportunity for flexibility in the time demands of the position.
- There will be times when the General Manager may call upon the appointed person to perform other duties as required.
- The successful applicant will receive a letter of reference based upon their performance in the role. This will be produced upon completion of the term of office.

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 essential.
- 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.

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: tsilverthorn@rugbycanada.ca

Fax: 250 386 3810

SUBJECT: National Programs Assistant Application