

### **2025 Sports Programs Coordinator**

Sask Rugby is hiring for 4 Sports Programs Coordinator positions in Regina and Saskatoon for the spring/summer of 2025. These positions will support delivery of Rookie Rugby activities in local schools and with community groups to meet the physical literacy and physical education needs of these groups. They will organize rugby projects, youth summer camps, Try Rugby days, and volunteer resources. They will also support the operation of sanctioned local and provincial competitions or special events.

The full job description for these roles can be found below. To apply, please send your resume and cover letter to [jobs@saskrugby.com](mailto:jobs@saskrugby.com) with “Sports Programs Coordinator” in the subject line.

### **General Information**

**Title:** Sports Programs Coordinator

**Reports To:** Rugby Development Officer & Executive Director

**Hours:** Full-time, 30 hours per week

**Term:** 9 weeks (either May & June or July & August)

**Rate:** \$17.00/hr

### **Job Duties and Key Responsibilities**

#### **Sport Program Delivery**

- Coordinate opportunities to deliver Rookie Rugby activities to schools, community programs, and camps.
- Deliver Rookie Rugby activities to schools, community groups, and camps with a focus on physical literacy, fundamental movements, curriculum outcomes, and understanding of the sport of rugby.
- Work with teachers and community leaders to facilitate their own Rookie Rugby delivery by recommending future activities/lesson plans and
- Recruit volunteers to support delivery of Rookie Rugby activities as necessary to maintain a suitable instructor to participant ratio.
- Participate in the operation of showcase events such as Rookie Rugby Jamborees or Try Rugby Events. Recommend and plan such events as appropriate.
- Advertise community rugby activities to participants in Rookie Rugby sessions and liaise with community clubs to obtain relevant information on their youth programs.
- Report progress and participation through online reporting tools and team meetings.

#### **Match Administration**

- Act as a Match Organizer, a representative of the Rules of Competition Committee, at matches in Sask Rugby-sanctioned competitions as assigned for the purpose of ensuring that matches are played in compliance with the Sask Rugby Rules of Competition, including:
  - Address potential violations of the Rules of Competition proactively where possible to avoid an actual violation by a Participant or Team.
  - Report any actual violations to the Rules of Competition Committee.

- Offer on-the-spot interpretations of the Rules of Competition where required as instructed by the Committee.
- Apply and execute Sask Rugby policies relating to the playing of a rugby match.
- Set up Sask Rugby Pixellot cameras to record games and upload recordings to cloud. Ensure that cameras are properly charged and present at matches.
- Assist participating teams with Team Sheet completion, ensuring that all Team Sheets are complete and accurate.
- Manage the presence of individuals within the Playing Enclosure and Playing Area as required by the Rules of Competition.

### **Social Media & Administration**

- Capture photos and videos during Sport Program Delivery and Match Administration duties for use in Sask Rugby social media content while remaining respectful of any 3<sup>rd</sup> party (e.g. school, community program, camp) policies around use of images.
- Create and post social media content as directed.
- Assist with other matters relating to the administration of rugby in Saskatchewan as directed.

### **Key Skills and Competencies**

- Effective written and verbal communication skills, ensuring that relevant information is communicated proactively and to the correct parties.
- Proven leadership skills with the ability to use initiative to achieve outcomes.
- Works independently as well as in a team setting.
- Ability to work and consult with a wide range of professionals and partners, understanding each parties' needs and building positive relationships.
- Makes decisions and maintains composure in high-pressure situations ensuring the proper outcome according to Sask Rugby policy.
- Ability to foster and maintain a positive and inclusive environment that promotes continued rugby participation.
- Familiarity with the sport of rugby and basic rugby gameplay principles.

### **Availability**

Working hours for these positions will vary depending on the specific duties being performed. Staff will be expected to manage their calendar effectively to ensure that all priorities can be addressed within the weekly hours (30).

- Sport Program Delivery activities will primarily be conducted during the day during the normal operating hours of schools, community programs, and camps. Staff will have the ability to schedule these activities to best match their availability and weekly hours.
- Match administration duties will primarily take place in evenings and on some weekends when matches are scheduled to take place. The dates and times of these matches have already been determined and a schedule will be provided upon hiring.

## Eligibility

These positions are hired with funding from the Canada Summer Jobs Grant program. Only individuals with the following characteristics should apply for these positions:

- Individuals between the ages of 15 and 30.
- Individuals with an ability to communicate effectively in the English language.
- Individuals with a legal right to work in Canada.

## Provided Training & Professional Development

Successful applicants will be provided the following training & professional development opportunities:

- NCCP Rookie Rugby training & certification
- Relevant World Rugby educational modules
- Respect in Sport Training
- Relevant NCCP Multi-Sport training
- Coaching observation and feedback
- Focused training on Sask Rugby policies and standards

## Application

To apply, please send your resume and cover letter to [jobs@saskrugby.com](mailto:jobs@saskrugby.com) with “Sports Programs Coordinator” in the subject line. Only candidates selected for interviews will be contacted.