



# CALGARY RUGBY UNION

Box 5888, Station "A", Calgary, Alberta T2H 1Y4

Office: 403-255-9199

Fields 9025 Shepard Rd SE

MEMBER  
Canadian Rugby Union  
Alberta Rugby Union  
Sports Alberta

## **Calgary Rugby Union Program Assistant**

**Job Location: Calgary Rugby Union**

**Job Type:** Temporary - April 26, 2025 - September 27, 2025

**Hours of Work: Full Time: 30 hours per week, April 26 – June 30**

**Part Time: 8 to 30 hours per week, July – September**

**Compensation: \$18.00 CAD per hour**

**Reports to: Rugby Development Officer (RDO)**

**Applicant must be the age of 30 and under as per the Canada Summer Jobs Grant**

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### **Position Description:**

We are looking for a competent Program Assistant to join our administrative department. This role will assist the Executive Director and Rugby Development Officer (RDO) with the 2025 rugby events and programs. As a Program Assistant, you must display the ability to work extended hours including evenings and weekends. Some of the tasks assigned will be administrative in nature.

### **Job Specifications / Responsibilities:**

- Co-ordinate and communicate on game days with RDO, Athletic Therapists, Referees, and Facility
- Assist with CRU rugby leagues using SportLomo (Game management Software)
- Assist in Coordinating volunteers for tournaments and special events
- Responsible for the supervision & executing the weekly schedule of the minis and junior programs
- Supervise and delegate responsibilities to volunteers and part time Youth Development Officers on rugby Saturdays
- Coordinate with RDO to run summer youth camps in July and August
- Assist with social media

### **The successful applicant will meet the following criteria:**

- Currently **not** a registered rugby player
- Knowledge and passion for sports
- Excellent people management skills
- A flexible schedule and be available to work on evenings and weekends as needed
- A valid Class 5 Operator's License
- Criminal Record Check with Vulnerable sector check
- Demonstrate ability to work independently or with no supervision
- Demonstrate a record of working as a team member
- Have a history of performing in situations that require self-leadership and initiative
- Displays excellent time management and workplace co-operation skills
- Standard First Aid and CPR is an asset

**Interested applicants can submit their cover letter and resume to:**

**Aden White**

**Rugby Development Officer**

[mavericks@calgaryrugby.com](mailto:mavericks@calgaryrugby.com)

**Application deadline is April 18, 2025**

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