

Job Title: Rugby Development Officer

Organization: Calgary Canadian Irish Athletic Club (CCIAC)

Salary Range: \$50,000 to \$60,000 per year, depending on experience.

Term: 1-year contract, extendable up to 3 years by CCIAC.

Working Environment: Hours of work are primarily during school hours, plus evenings and weekends – particularly in playing season. Administrative and planning work can be completed remotely.

Summary

The Rugby Development Officer (RDO) plays a vital role in promoting and growing rugby within Calgary's communities. The RDO will focus on increasing participation through school and community programming, fostering inclusivity, and supporting player development. This role requires a strong rugby background, a passion for community engagement, and experience working with equity-denied populations, including newcomers, Indigenous groups, and youth from diverse backgrounds. By aligning with CCIAC's mission, the RDO will enhance the accessibility and impact of rugby programs while upholding the values of safety, inclusivity, and development.

Responsibilities

Program Development and Delivery

- Design, organize, and deliver rugby programs for schools, community hubs, and club players (ages 4-18), emphasizing themes such as offload, pass and catch, tackling, and game sense.
- Plan curriculum-aligned activities that promote physical literacy, teamwork, and personal growth.
- Coordinate and oversee seasonal leagues, clinics, and school-based programs using non-contact and age-appropriate formats.

Community Engagement

- Build and maintain relationships with schools, community organizations, and local partners to recruit participants and support program delivery.
- Act as a liaison for equity-denied groups, ensuring programming is accessible, inclusive, and culturally sensitive.
- Organize promotional events, such as try-it days, community tournaments, and mentorship sessions, to increase visibility and engagement.

Player and Volunteer Development

- Mentor and support club players in skill development and adherence to CCIAC's rugby themes.

- Recruit, train, and oversee volunteers and program staff, emphasizing youth mentorship and leadership opportunities.
- Foster pathways for players to transition from school and community programming into formal club participation.

Program Evaluation and Reporting

- Monitor and evaluate program effectiveness using participant feedback and data to ensure continuous improvement.
 - Prepare reports summarizing program achievements, challenges, and outcomes for club leadership and stakeholders.
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Qualifications/Skills

- Strong rugby background, with a deep understanding of the sport's values, skills, and coaching principles.
 - Demonstrated ability to work independently and take initiative
 - Experience designing and delivering community engagement initiatives, especially for diverse or equity-denied populations.
 - Proven ability to connect with youth and families from varied cultural and socioeconomic backgrounds.
 - Excellent communication and interpersonal skills, with the ability to build strong relationships with stakeholders.
 - Demonstrated organizational and project management abilities.
 - Valid First Aid/CPR certification.
 - Coaching certification (e.g., NCCP, Rugby Canada Level 1) is a strong asset.
 - Bachelor's degree in sports management, education, or community development is beneficial but not required.
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Key Performance Indicators

- Increased participation in rugby programs among children and youth, particularly from equity-denied populations.
- Successful implementation of school and community-based rugby initiatives aligned with CCIAC's strategic goals.
- Enhanced player development through consistent delivery of CCIAC's rugby themes and values.

- Strengthened community relationships and sustainable program growth through engagement and collaboration.
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This position offers a unique opportunity to shape the future of rugby in Calgary by fostering inclusive, accessible, and impactful programs that inspire youth and strengthen communities. Apply now to join our team and make a meaningful difference!

How to Apply

Interested candidates should send their resume and cover letter to cciac.rugbydev@gmail.com

The position will close at **11:59 PM on February 22, 2025**.