



# 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 Programs Assistant**

**\*Applicant must be 30 years of age or younger as per the Canada Summer Jobs Requirements**

**Full Time:** 30 hours a week

**Temporary:** April 24, 2023- September 30, 2023

**Compensation:** \$20.00 per hour

This position has been created to assist the Program Manager with the 2023 rugby events and programs. The individual must display an ability to work during periods of extended hours including evenings and weekends. Some of the tasks assigned will be administrative in nature.

### **DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Co-ordinate and communicate on game days with Athletic Therapists, Referees, Facility Manager and Program Manager
- Assist with CRU rugby leagues using SportLomo (Game management Software)
- Assist in Coordinating volunteers for tournaments and special events
- Responsible for the supervision & weekly scheduling of the mini's programs
- Supervise and delegate responsibilities to volunteers and part/time Youth Rugby Co-Ordinator's
- Coordinate with Program Manager to run summer youth camps in July and August

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

- Knowledge and passion for the sport of Rugby
- 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
- Demonstrated ability to work independently or with no supervision
- Demonstrated record of working as a team member
- A history of performing in situations that require self-leadership and initiative
- Computer literacy especially with spreadsheets, word processing, outlook, and power point as well as other web-based programs
- Displays excellent time management and workplace co-operation skills.
- Standard First Aid and CPR an asset

Interested applicants can submit their cover letter and resume to:

Kim Endicott

Program Manager

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

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