



# Valley Rugby Union

DEDICATED TO THE GROWTH AND DEVELOPMENT  
OF RUGBY IN THE ANNAPOLIS VALLEY, NOVA SCOTIA



[www.valleyrugbyunion.ca](http://www.valleyrugbyunion.ca)



[valleyrugbyunion@gmail.com](mailto:valleyrugbyunion@gmail.com)

## **Position: Club Development Coordinator** **Summer Student Position**

### **About Us**

The Valley Rugby Club is a registered non-profit society which operates as the Valley Rugby Union in the Valley Region of Nova Scotia, Canada.

The Valley Rugby Union (VRU) started as a collaboration between the Valley Bulldogs Rugby Club and the Windsor Machine Rugby Club. In 2019, the two came together with the goal to provide a greater development platform for the sport in our region and to provide an age and stage appropriate opportunity that will allow young athletes to fall in love with the sport, older players to be engaged, and everyone in between to reach the level of play they are striving for. With every decision, we found ourselves drawn back to the values of rugby: integrity, respect, solidarity, passion and discipline.

The Valley region is rooted in rugby, with much history, ±40 years of club rugby, and high schools who have embraced the sport. As a united front we look to capitalize on the strength of the Valley region. This is reflected in our club motto, Fortis In Unum, Latin for together strong.

### **Our Values**

VRU values align with that of World Rugby (integrity, respect, solidarity, passion and discipline) and the diversity and inclusivity within our community (both geographic and rugby community). We encourage applications from Indigenous People, Persons of African Descent, Black Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of an equity-seeking group, you are encouraged to self-identify in your cover letter or your resume.

### **The Role: Club Development Coordinator**

Hourly Rate: \$15.50/hr + 4% Vacation Pay	Hours per week: 30
Employment Dates: June 12-August 21	Program Dates: Flag Rugby (June 25-September 8) Jr VRU (June 18-September 8)
Primary Employment Locations: Port Williams & Windsor	

The Club Development Coordinator will play a lead role in the development of the sport in our community, at the grassroots level. Guided and supported by the VRU executive, the Club Development Coordinator will play a key role in expanding program offerings locally, and liaison with provincial representatives for collaborative events and programs.

### **Candidate Requirements**

- Must be enrolled in a post-secondary institution for the Fall 2024 (per funding requirements)
- Must be legally entitled to work in Canada (must have a valid Social Insurance Number)
- Must have a valid driver's license and access to a reliable source of transportation
- Must have own computer and cell phone
- Must be willing to work irregular hours (evenings, weekends)
- Must provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training
- Be willing to enroll in the Canadian Sport Centre Atlantic VIP Coach program

### **Candidate Qualities**

- Excellent communication and interpersonal skills
- Proficient computer and social media platform skills (MS Word, Excel, Gmail, Facebook, Instagram, Canva)
- Experience with Rugby Canada's registration system (SportLomo) is considered an asset
- Ability to work under pressure with tight deadlines
- Ability to work both independently and as part of a team
- Knowledge of sport is required
- Experience in program planning, delivery, or management considered an asset
- Experience in delivery of rugby programming (Rookie Rugby, Flag Rugby, etc.) is considered an asset

### **Position Deliverables**

#### **Youth Flag & Junior Rugby Program Administration**

- Aid in recruitment, training and oversight of Youth Flag Rugby and Jr. VRU volunteers
- Create weekly session plans for Youth Flag Rugby and Jr. VRU rugby programs in two locations
- Attend Youth Flag Rugby and Jr. VRU programs in Port Williams (Tuesdays) and Windsor (Thursdays)
- Liaison with local recreation departments to promote Rookie Rugby at day camps
- Attend the regional tournaments for the various age groups
- Plan two final Rookie Rugby events (one for each location) at the end of the summer
- Support administration, delivery and day-of coaching for provincial jamborees/opportunities for youth and junior programs

### **Club Development**

- Support VRU to create 3-5 year strategic plans
- Create social media content for VRU
- Coordinate with various suppliers to order off-field kit

- Manage club equipment by ensuring all are at the standard VRU wishes to bring to all training sessions; liaison with coaches and representatives to ensure needs are being met

#### **Other**

- Support the Canadian Rugby Championship (CRC) tournament located at Acadia University- both planning and implementation.
- One special project/program/event at the discretion of the selected candidate
- Collaborate with Rugby Nova Scotia staff, VRU board members, schools, municipal recreation and other rugby clubs to ensure the information on all events is effectively communicated
- Coordinate with Rugby Development Officer (RNS) and Regional Club Development Coordinators to plan and facilitate rugby events and tournaments (Jamborees, Try-it Days, Community events)
- Assist in planning and coordinating additional VRU events during the summer
- Assist in planning and facilitating VRU fundraising events
- Other duties as required

#### **Apply Today!**

Please send your cover letter and resume merged into one document to [valleyrugbyunion@gmail.com](mailto:valleyrugbyunion@gmail.com) by April 14th, 2024. We thank all applicants for their interest, but only applicants selected for an interview will be contacted.