



Valley Rugby Union

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

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Position: Rugby 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: Rugby Development Coordinator

Hourly Rate: \$17.50/hr + 4% Vacation Pay	Anticipated Hours per Week: 30
Employment Dates: April 20th-August 23rd *flexible start date	Program Dates (<i>subject to change</i>): Middle Level Flag: April 20- June 10 VRU Programs: June 2-August 23
Primary Employment Locations: Port Williams & Windsor	
Please note that confirmation of funding for the portion of this role supporting VRU programs is still pending. Weekly hours may be adjusted to reflect the level of funding received.	

Role Summary

The Rugby Development Coordinator is a summer student leadership position responsible for supporting grassroots rugby participation throughout the Annapolis Valley. The successful candidate will coordinate youth programming, support school initiatives, assist with club operations, and help expand rugby participation through community partnerships and events. The position is guided and supported by the Valley Rugby Union Executive.

Candidate Requirements (Mandatory)

- Must be enrolled in a post-secondary institution for Fall 2026 (per funding requirements)
- Must be legally entitled to work in Canada and possess a valid Social Insurance Number
- Must possess a valid driver's license and access to reliable transportation
- Must have access to a personal computer and cell phone
- Must be available to work irregular hours including evenings and weekends
- Must provide a satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR certification
- Willingness to enroll in the Canadian Sport Centre Atlantic VIP Coach Program

Candidate Qualities (Preferred)

- Excellent communication and interpersonal skills
- Proficiency with computer and social media platforms (MS Word, Excel, Gmail, Facebook, Instagram, Canva)
- Willingness to learn Rugby Canada's registration system (PlayHQ)
- Ability to manage multiple priorities and work under deadlines
- Ability to work both independently and collaboratively
- Knowledge of rugby or community sport environments
- Experience in program planning, delivery, or management considered an asset
- Experience delivering rugby programming (Rookie Rugby, Flag Rugby, etc.) considered an asset

Position Deliverables

Program Coordination – Middle Level Flag Rugby

- Support recruitment, training, and oversight of Middle Level Flag coaches
- Act as liaison with participating schools
- Coordinate weekly jamborees including scheduling, volunteers, and logistics
- Deliver school promotional visits
- Plan and execute two Rugby Try-It Days to support the school to community pathway.

VRU Youth & Junior Rugby Programming

- Support recruitment and supervision of Youth Flag Rugby and Junior VRU volunteers
- Develop weekly session plans for programs in Port Williams and Windsor
- Attend and assist with program delivery (Tuesdays – Port Williams; Thursdays – Windsor)
- Coordinate promotion with local recreation departments and day camps
- Attend regional tournaments
- Plan and deliver three season-ending events
- Support provincial jamborees and development opportunities
- Identify additional competition opportunities

Club Development & Operations

- Support the creation and manage VRU social media content
- Coordinate ordering of off-field apparel and equipment
- Maintain equipment inventory and organization
- Support field preparation and facility organization
- Assist with fundraising initiatives
- Support internal club committees as required and appropriate

Collaboration & Special Projects

- Collaborate with Rugby Nova Scotia staff, schools, municipalities, and partner clubs
- Assist with planning community rugby events and tournaments
- Complete one special project aligned with candidate interests
- Support additional club initiatives as required

Professional Development & Support

Training, mentorship, and coach development opportunities will be provided through Valley Rugby Union and Rugby Nova Scotia.

Apply Today!

Please submit your cover letter and resume as one combined PDF document to valleyrugbyunion@gmail.com by Sunday, April 5, 2026 at 11:59 PM. We thank all applicants for their interest; however, only those selected for an interview will be contacted.