



## BC RUGBY POSITION DESCRIPTION

Title:	<b>DIRECTOR OF COMMUNITY RUGBY</b>
Employer:	British Columbia Rugby Union
Type of Position:	Full time Employee (40 hours per week)
Reports to:	Chief Executive Officer
Location:	Flexible, Vancouver Head Office preferable

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### PURPOSE OF THE POSITION:

The Director of Community Rugby is responsible for the tactical and operational planning, delivery and review of BC Rugby's community programs, from Rookie Rugby through to Masters, with the overall aim of growing overall participation throughout the Province. This position reports directly to the CEO and will be responsible for providing meaningful services to individual members and member organisations.

This position is challenged with a broad portfolio as BC Rugby aims to diversify Rugby's appeal using the various games of Rugby, while also supporting member organisations recruit and develop grassroots rugby.

Excellent communication skills, coupled with a thorough understanding of community rugby, for both the men's and women's games, will be essential to the successful achievement of this position's objectives.

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### WE HOPE YOU'RE PASSIONATE ABOUT:

- **Getting it done:** You will be joining a small and motivated team who work hard to make our favourite sport bigger and better. You are someone who loves getting the job done and done well.
- **Building experiences:** You consider every participant, every supporter and deliver a rewarding and fun experience, ensuring everyone will keep coming back to Rugby.
- **Walking the talk:** Not only can you clearly sell the vision, but you have the skills and patience to implement and lead by example.



## KEY RESPONSIBILITIES:

- Contribute to the strategic direction of BC Rugby, leading on the tactical and operational delivery of initiatives that demonstrate impact against our membership growth goals.
- With direction from BC Rugby's Safe Sport Committee, support the implementation of minimum standards at member organisations and proactively support the adoption of higher standards for players' short- and long-term physical, mental and emotional well-being.
- As a member of BC Rugby's Competitions Committee, oversee the tactical direction and operational management of Age-Grade and Senior Club Competitions, and lead the planning and delivery of major BC Rugby tournaments and Championship events.
- Work closely with the Technical Director to ensure a clear and complimentary connection and schedule for performance and community rugby.
- Working closely with BC Rugby marketing staff, leverage major Rugby and sporting events to grow and develop community rugby.
- Effectively line manage permanent and seasonal staff, overseeing their delivery of member services and events and supporting their professional development.
- Build and maintain working relationships with Rugby Canada's Development and Membership staff to advocate BC's needs from national programs and services.
- Support the CEO in creating and maintaining community program, member services and events budgets, as well as contributing to reporting obligations for Government and commercial sponsors.
- Seek, develop, and service collaborative or complimentary partnerships with education, health, local government and community service providers to enable the growth of Rugby throughout the Province.
- With direction from BC Rugby marketing staff, plan communication and promotional timelines that effectively drive membership growth.
- As a member of a small, dedicated team, be willing to support in any other tasks or duties that support BC Rugby activities.

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## SKILLS & EXPERIENCE

- Several years' experience in a key management or leadership position.
- Degree in sport sciences, sport management or a related field, or an equivalent combination of education, certification, and experience.
- Demonstrated high level project management skills, including an ability to analyze, plan, monitor, evaluate and prioritise.
- Experience & understanding of government and gaming funding is an asset.



- Experience of working creatively within a limited budget.
- Demonstrated ability to work in a team environment, as well as experience in line management.
- Preparedness to be flexible with respect to work hours including weekends and intra-Provincial travel.

Updated: July 2021