BC RUGBY POSITION DESCRIPTION

Title:	**BC Rugby Coach Development Coordinator**
Employer:	British Columbia Rugby Union
Type of Position:	Part-Time
Reports to:	Technical Director, CEO
Location:	Office

PURPOSE OF THE POSITION

The Coach Development Coordinator leads the delivery and growth of coach development across British Columbia. The role is responsible for supporting the development of coaches at all levels of the game, ensuring alignment with the regional, provincial and national coaching framework and BC Rugby's Long Term Athlete Development pathway.

Working closely with clubs, schools, regional unions and Rugby Canada, the Coach Development Coordinator ensures that coaches across the province have access to high quality training, resources and mentorship. The position plays a key role in strengthening the rugby pathway by improving the capability, confidence and retention of coaches throughout the BC Rugby system.

KEY RESPONSIBILITIES

Coach Education Support

- Support the delivery of coach education courses and certification programs across the province
- Support the implementation of Rugby Canada coaching standards and National Coaching Certification Program requirements
- Support the scheduling of in-person and online coach education courses

Coach Development Pathways

- Support the identification and development of emerging coaches within the BC Rugby community
- Assist with the design and delivery of coach mentorship and leadership programs
- Work with BC Bears programs to align coaching development with the high-performance pathway
- Maintain records of coach qualifications and progression

Club and Community Support

- Work directly with clubs and regional unions to support coach recruitment and retention
- Provide guidance and resources to volunteer coaches across youth, school and senior rugby
- Promote safe, inclusive and player centred coaching practices

Program Administration

- Manage registration and reporting for coach development and education programs
- Maintain accurate data within relevant platforms including Sportlomo and PlayHQ
- Assist in the preparation of annual development plans and reports

Events and Workshops

- Coordinate coaching workshops and professional development opportunities
- Support coach education delivery at key BC Rugby events and tournaments
- Assist with national and provincial coach development initiatives

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SKILLS & EXPERIENCE

- Experience coaching rugby at club, school, provincial or national level
- Strong understanding of rugby development pathways and coach education systems
- National Coaching Certification Program training or equivalent rugby coaching qualifications preferred
- Experience delivering training, workshops or educational programs

2015 Main Street
Vancouver, British Columbia V5T 0J8
T: 604.737.3065 E: info@bcrugby.com

*BC Rugby gratefully acknowledges that its offices reside on the traditional and unceded territory of the Coast Salish Peoples, including the territories of the xʷməθkʷəy̓əm **(Musqueam)**, Sḵwx wú7mesh **(Squamish)**, Stó:lō and Səl̓ílwətaʔɬ Selilwitulh **(Tsleil-Waututh)** Nations.*

- Strong communication and organizational skills
- Ability to build relationships with volunteers, clubs, athletes, coaches and community partners
- Passion for developing coaches and growing the game of rugby
- Strong interpersonal and relationship building skills
- Self motivated and able to manage multiple projects
- Commitment to inclusive and athlete centred sport environments

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APPLICATIONS

Please submit an application including an updated Resume and Cover Letter to BC Rugby Technical Director, John Tait, by March 25, 2026.

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