

JOB DESCRIPTION & RESPONSIBILITY STATEMENT

1. POST TITLE:

Youth Rugby Coordinator (Seasonal 36 – 40w year)

2. ROLE AND PURPOSE OF POSITION

To further strengthen and grow the youth rugby program at JBAA while aligning and adhering to JBAA's overall strategic direction and goals.

Coordinate and complete the requirements of the Via Sport grant to achieve certification for Coaches and Referees with a gender balance goal.

3. REPORTING RELATIONSHIPS

Operational: JBAA Executive :

Functional: Predetermined JBAA Executive member (s)

President and Vice President 2023-24 John de Goede and Dave Ramsey.

4. WORKING RELATIONSHIPS:

JBAA Coaches (Senior and Youth levels)

JBAA Members (Player, Social and parents)

Local Clubs / Schools

VIRU, BCRU, RC representatives (as required)

5. KEY QUALITIES

Essential:

- Excellent organization, communication and teamwork skills
- Strong time management skills and inter-personnel skills
- Experience with youth sport programs
- Familiar with rugby and Greater Victoria rugby community

Desirable:

- Previous experience in the delivery of sporting programs to clubs and schools
 - Experience in the provision of Rugby coaching
 - Experience with volunteer management

- Ability to communicate with large groups over multi channel platforms including email, social media and virtual

6. RESPONSIBILITIES

- Lead JBAA youth rugby programs in alignment to strategic plan as directed by JBAA Executive
- Provide JBAA youth programs with player succession pathways that support on field fundamental skills and JBAA core culture values
- Lead and align communications between all JBAA youth rugby programs, coaches, players, parents and JBAA Executive
- Coordinate player development strategies with JBAA Coaches
- Actively participate in youth player recruitment and talent identification locally

Coordinate Referee and Rugby Level 1 Coaching Sessions/Training.

7. PERFORMANCE MEASURES

- Maintain effective working relationships with JBAA Executive, Coaches, Players, Parents, Members and other local club representatives
- Carry out duties and responsibilities with limited supervision
- Make effective and informed decisions in relation to the role, particularly with reference to the outcome KPIs and goals established in Strategic Plan
- Portray a competent and professional image of the JBAA

Compensation and Distribution of Work hours.

\$30.00 per hour. 500 Total Hours required. August through to the end of April.

480 hours Completing Task as listed below.
20 Hours to be allocated to Fundraising (Writing requests etc.)

Budget \$15,000.

Month of August: 60 hours

Allocated to be spent researching and scheduling Referee and Coaching Certification programs

Registration Drive and Coordination

Coordinating Coaches and Team Managers.

Coordinate Uniforms and Practise Schedules

September to November 26th

13 Weekends – Sundays 8 hours: Mini's Setup and Home game Coordination. Monitor and Support youth teams 8 hours per week.

Total of **208 hours**

February 10th to April 27th

12 Weekends - Minis Setup and Coordination 6 hours per week.
72 Hours total

Youth Teams as required (U12 and U14 boys and girls especially) **80 hours**

Recruit and Support School coaches as required. **40 hours**
Coach at the James Bay Community School. **20 hours**