

EORU Junior Rep Program: Assistant Managers

Job Description



Job Title:	EORU Assistant Manager	Teams:	Divided between U18G, U16G, U18B, U16B
Reports to:	Manager EORU Junior Rep Program	Location:	Home-based
Work Pattern:	Volunteer, flexible working hours, irregular, mostly evenings and weekends; Fixed term until May 2022	Date JD Posted:	July 21, 2020 Deadline to apply: July 28, 2020 Send applications to: juniors@eorugby.com

Job Purpose:

- To assist in the organization and implementation of provincial talent ID sessions, training sessions, games, and tours (7s)
- To work with the EORU Junior Rep Program Manager and Director in planning program logistics.
- To support a strong link of communication between EORU Junior Rep staff and players and parents

Key Accountabilities:

Area of Work:

Ensure adherence (by staff and players) to all COVID-19 related protocols

To assist in communicating to players and parents all key messages from the provincial EORU coaching staff and Director + Head Coaches of the EORU Junior Rep Program

Support delivery of online classroom sessions and in-person training of age-grade rugby players (U15 through U18)

Support the delivery of specific modules of program/tour responsibilities through the online academy and at regular regional development sessions and camps

Support the organization and delivery of the WHITU 7s (part of the Rugby Ontario Fall 7s Series)

Team Communication

Monitor and review online registration of players. Work with the Manager and the Director EORU Junior Program to develop payment plans as necessary.


Team Registration

Distribution of team kit + collection of monies for kit


Manage documentation in addition to registration, including but not limited to filing insurance claims and following up with provider(s) and Rugby Canada, certification, streamlining medical forms and injury reports, assisting w visa and passport applications for players on an as needed basis, compiling rosters and applying for sanctioning through

Player Accountability and Safety

Rugby Ontario and Rugby Canada, and others as they may arise.	
To act as the secondary point of contact for players and coaches during each season and – on occasion – while on tour/attending camps. Tours vary: local, provincial, national and international. Assist in communicating with EORU communications coordinator to deliver game day rosters, match results, and pictures.	Tours/Camps

EORU Junior Rep Academy: Assistant Managers Job Details		
Key Dimensions:		
Number and Level of staff:	Head volunteer coaches, assistant volunteer coaches, lead manager, assistant manager, a number of volunteer medical staff and Director EORU Junior Program	
Financial Responsibility:	No financial responsibility although assist setting timetables for players' payments to program/tours/for kit and collecting/tracking fees for registration and kit.	
Physical Resource Responsibility:	All training and match kit and relevant IT equipment.	
Working Environment:	Various but primarily pitch-side and meeting-based work in addition to home based paperwork and organization.	
Physical aspects of role:	Travelling, movement of equipment, standing for long periods of time, lots of walking, long periods sitting at a computer inputting data	
Impact on public image, business success & viability	Some commercial activities as directed by EORU may be required from time to time Some media access, therefore some impact on image Influence in working with a representative program will have a public/media image	
Key Internal and External Contacts:		
<ul style="list-style-type: none"> • EORU Team/s Manager/s • Regional Head Coach and Assistant Coaches of EORU Junior Rep team (assigned for specific tours) • Regional Head Coach and Assistant Coaches of other Junior EORU teams • Medical Staff/trainers/AT • Director, EORU Junior Rep Program 		

Authorities and Limitations:
<p>Responsibility for supporting the building of and sustaining of a performance development program</p> <p>Input into selection for tournaments and Individual matches</p> <p>Involved in the planning, preparation and rolling out of a programme of training/coaching for the squad throughout the season; maintaining documentation (such as certifications, medical questionnaires, injury reports, registrations, etc.) , manuals for tournaments</p> <p>Support the Coaches in their formal reviews of the performance of individual players and assist in creating the appropriate environment for individual improvement based upon regular reviews</p> <p>Monitoring COVID-19 related protocols and outcomes and liaising with EORU Program Manager and Program Director.</p>

EORU Junior Rep Academy: Assistant Managers		
Personal Specifications		
Factor	Essential	Desirable
Qualifications and Attainments:	<p>World Rugby 'Rugby Ready' Certified</p> <p>World Rugby 'Covid-19' Certified</p> <p>Volunteer Sector Search</p>	NCCP Level 1 Certified
Knowledge and Experience:	<p>Successful track record managing teams (staff, players and parents)</p> <p>Exceptional organizational skills to handle multiple streams of documentation</p> <p>Knowledge and understanding of Rugby Union and the development of team and individual performance</p> <p>Experience with being involved in a successful performance team</p> <p>Experience of organizing a tour to a long-distance destination (nationally or internationally)</p> <p>Confident in presenting to all levels of audience</p>	<p>Track record of identifying players that have high performance and high potential attributes</p> <p>Knowledge of Long Term Player Development principles</p> <p>Understanding and knowledge of Rugby Ontario and EORU programs and policies</p> <p>Experience of managing at a High-Performance Level (Senior Provincial, National Age Grade, etc.)</p> <p>Experience of working with senior and/or representative rugby teams</p>

	<p>Track record of developing relationships and working effectively with volunteers, stakeholders and partners</p> <p>Experience of managing people and collating information</p> <p>IT skills & experience, including the use of video analysis systems e.g HUDL, Sportscodex, videography and photography</p> <p>Proficient computer/tech skills including google sheets, google docs, Microsoft Office Skills – Word, Excel, etc.</p>	
Competencies:	<p>Leading Others</p> <p>Effective Communication</p> <p>Personal Accountability</p> <p>Facilitating Change</p> <p>Flexibility</p> <p>Team Work</p> <p>Planning and Organising</p>	
Additional Requirements:	<p>Willing and able to undertake flexible working hours</p> <p>Satisfactory VSS Check; provide documentation</p> <p>Valid driving license</p> <p>First Aid Certification</p> <p>Must be eligible to work in Canada</p>	