

## EORU Junior 15s Manager

### Job Description



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

#### Job Purpose:

- To lead the organization and implementation of provincial talent ID sessions, training sessions, games, and tours.
- To work with the Director EORU Junior Program, Assistant Manager and team Head Coaches in planning program logistics.
- To ensure a strong link of communication between the coaching staff and players and parents

#### Key Accountabilities:

#### Area of Work:

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

To communicate to players and parents all key messages from the provincial EORU coaching staff, Director EORU Junior Program + 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)

Deliver specific modules of sprogram/tournament responsibilities through the online academy and at regular regional development sessions and camps

Organize and executive delivery of the WHITU 7s (part of Rugby Ontario Fall 7s Series)

Team  
Communication

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

Deliver COVID-19 related protocols and report to Rugby Ontario COVID-19 Coordinators and Manager.


Distribution of team kit + collection of monies for kit

Team Registration

To act as the main point of contact for players and coaches during each season and while on tour/attending camps.

Tours/Camps

Communicate with EORU communications coordinator to deliver game day rosters, match results, and pictures.	
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<b>EORU Junior 15s Team Manager</b>		
<b>Job Details</b>		
<b>Key Dimensions:</b>		
Number and Level of staff:	Head volunteer coaches, assistant volunteer coaches, assistant manager, number of volunteer medical staff and Director EORU Junior Program	
Financial Responsibility:	No financial responsibility although set timetables for players' payments to program/tours/for 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	
Physical aspects of role:	Travelling, movement of equipment, standing for long periods of time, lots of walking	
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	
<b>Key Internal and External Contacts:</b>		
<ul style="list-style-type: none"> <li>• Regional Head Coach and Assistant Coaches of Junior EORU team (assigned for specific tours)</li> <li>• Regional Head Coach and Assistant Coaches of other Junior EORU teams</li> <li>• EORU Assistant Manager/s</li> <li>• Medical Staff/trainers/AT</li> <li>• Director, EORU Junior Rep Program</li> </ul>		
<b>Authorities and Limitations:</b>		

Responsibility for building and sustaining a performance development program

Input into selection for tournaments and Individual matches

Involved in the planning, preparation and rolling out of a programme of training/coaching for the squad throughout the season; maintaining a depository of documentation (such as certifications, medical questionnaires, injury reports, registrations, etc.), manuals for tournaments

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

Monitoring COVID-19 related protocols and outcomes and liaising with EORU Program Director and Rugby Ontario COVID-19 Safety Coordinators and Manager.

**EORU Junior 15s Team Manager  
Personal Specifications**



Factor	Essential	Desirable
<b>Qualifications and Certifications:</b>	World Rugby 'Rugby Ready' Certified World Rugby 'Covid-19' Certified Volunteer Sector Search	NCCP Level 1 Certified
<b>Knowledge and Experience:</b>	Successful track record managing teams (staff, players and parents) Knowledge and understanding of Rugby Union and the development of team and individual performance Experience with being involved in a successful performance team Experience of organizing a tour to a long-distance destination (nationally or internationally) Confident in presenting to all levels of audience Track record of developing relationships and working effectively with volunteers, stakeholders and partners Experience of managing people and	Track record of identifying players that have high performance and high potential attributes Knowledge of Long Term Player Development principles Understanding and knowledge of Rugby Ontario and EORU programs and policies Experience of managing at a High-Performance Level (Senior Provincial, National Age Grade, etc.) Experience of working with senior and/or representative rugby teams

	<p>collating information</p> <p>IT skills &amp; 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>	
<b>Competencies:</b>	<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>	
<b>Additional Requirements:</b>	<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>	