



## **Girls Rugby Program Coordinator, Greater Portland Area**

*5/15/2018*

Girls Rugby, Inc. is seeking passionate and qualified individuals to join their team in the greater Portland area. Girls Rugby's mission is to help girls reach their potential through rugby. Girls Rugby offers non-contact, flag rugby programming for girls in grades 2-8 around the country. We are seeking an entrepreneurial, energetic, organized, and collaborative person to develop, implement, and manage our Girls Rugby program in the greater Portland area for the Fall 2018 season. This position requires excellent organization, communication and problem-solving skills. Prior experience administrating similar programs is ideal.

The Program Coordinator position is a seasonal position. The Program Coordinator will be expected to work an average of 5-7 hours/week and will receive a stipend for their time and work. The Program Coordinator will report to the Girls Rugby National Office.

### **Program Coordinator Job Description**

- Develops, organizes and implements a high-quality program.
- Directs and supervises program activities to meet Girls Rugby objectives. Expands Girls Rugby programming within the community in accordance with strategic and operating plans.
- Secures, schedules, and prepares athletic fields and facilities. This includes obtaining any relevant permits and field rental costs.
- Recruit volunteer coaches for the season. Manage local coaches to ensure that all equipment is transported and set up for games and practices.
- Recruit referees and manage assignments with season schedule and payment for referee fees.
- Create teams from completed registrations through the Girls Rugby website and assign to appropriate coaches.
- Organize and conduct parent orientation meetings with coaches, and training for coaches and referees in conjunction with the National Office.
- Work with coaches to determine curriculum delivery, including rugby skills and core values.
- Organize the Girls Rugby Parent-Daughter day at the close of the season.
- Assist in the marketing and distribution of Girls Rugby program information. This includes the gathering of content for social media, the website, and newsletters sent from the Girls Rugby National Office.
- Develop and maintain collaborative relationships with community organizations.
- Assist in coordination for showcases and activations at events, as needed.
- Respond to all member and community inquiries and complaints in a timely manner.

- Compile program statistics. Monitor and evaluate the effectiveness of and participation in program.
- Collaborate with the Girls Rugby National Office for effective season operations.

### **Desired Qualifications**

- Prior supervisory experience or relevant experience (Minimum 1-2 years preferred)
- Strong working knowledge of Microsoft Office Applications
- Strong organizational, critical thinking & problem-solving skills
- Ability to use time efficiently
- Excellent written and verbal communication
- Social media and marketing experience desired
- Coaching experience
- Experience working with youth
- Passion for youth sports and girls development
- Rugby experience not necessary, but is a plus

The successful candidate will be required to complete and pass a background check before being hired. To apply, please send your cover letter and resume/CV to [info@girlsrugbyinc.com](mailto:info@girlsrugbyinc.com). Applications will be reviewed on a rolling basis, and position will remain open until filled.